**SCHEDULE C – FORM OF PROPOSAL**

**RFP Project Title: Supply, Maintenance and Support of Parking Management System**

**RFP Reference No.: 1220-030-2022-007**

**Legal Name of Proponent:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**To: City of Surrey**

**City Representative:** Sunny Kaila, Manager, Procurement Services

**Email for PDF Files:** purchasing@surrey.ca

Dear Sir:

1. I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City Website and BC Bid Website, and having full knowledge of the Goods and Services required, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Goods and Services, submit this Proposal in response to the RFP.

**2.0 I/We confirm** that the following schedules are attached to and form a part of this Proposal:

Schedule C-1 – Statement of Departures;

Schedule C-2 – Proponent’s Experience, Reputation and Resources;

Schedule C-3 –Proponent’s Technical Proposal (Services);

Schedule C-4 – Proponent's Technical Proposal (Time Schedule); and

Schedule C-5 – Proponent’s Financial Proposal.

**3.0 I/We confirm** that this proposal is accurate and true to best of my/our knowledge.

**4.0** I/We confirm that, if I/we am/are awarded the agreement, I/we will at all times be the “prime contractor” as provided by the Worker's Compensation Act (British Columbia) with respect to the Goods and Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Goods and Services has been designated as the “prime contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.

**This Proposal** is submitted by this **[day]** day of **[month],** **[year].**

**I/We have the authority to bind the Proponent.**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Legal Name of Proponent)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) |

***SCHEDULE C-1 - STATEMENT OF DEPARTURES***

**1.** I/We have reviewed the proposed agreement attached to the RFP as Schedule “B”. If requested by the City, I/we would be prepared to enter into that agreement, amended by the following departures (list, if any):

**Section Requested Departure(s) / Alternative(s)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**2.** The City of Surrey requires that the successful Proponent have the following in place **before commencing the Services**:

(a) Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(b) Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(c) Insurance coverage for the amounts required in the proposed agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website at [www.surrey.ca](http://www.surrey.ca) search [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal business license Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Proponent's Goods and Services are subject to GST, the Proponent's GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Proponent is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Section Requested Departure(s) / Alternative(s)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**3.** I/We offer the following alternates to improve the Services described in the RFP (list, if any):

**Section Requested Departure(s) / Alternative(s)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**4.** The Proponent acknowledges that the departures it has requested in Sections 1, 2 and 3 of this Schedule C‑1 will not form part of the agreement unless and until the City agrees to them in writing by initialling or otherwise specifically consenting in writing to be bound by any of them.

***SCHEDULE C-2 - PROPONENT’S EXPERIENCE, REPUTATION AND RESOURCES***

Proponents should provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

1. Proponent’s relevant experience and qualifications in delivering the Goods and Services similar to those required by this RFP (i.e. operation of multi-level, multi-use parking facilities) by identifying the following:

### Provide a brief description of up to three (3) projects where the Proponent provided supply, maintenance and ongoing technical support and management services for a facility utilizing license plate recognition technology and virtual parking permits as the primary control/credential method. Identify each project by name and date of commencement; and

### Identify other parking management contracts that you feel may be relevant in evaluating your corporate experience. Provide name, date of commencement and a brief description.

1. Proponent’s equipment resources, capability and capacity, as relevant (including equipment resources under the Proponent’s control, equipment resources to be rented, and equipment resources to be purchased);
2. Provide a list of proposed vehicles to be used to perform the Services, including make, model and year of all vehicles.
3. Proponent’s references (company name and email/telephone number). The City's preference is to have a minimum of three references (i.e., site personnel who are conversant with the day-to-day operations of these facilities). Include contact name, position and contact information for each reference. Indicate whether the Proponent still manages the facility;
4. Proponent’s financial strength (with evidence such as financial statements, bank references);
5. Provide background information of the Proponent’s key personnel proposed to support the Parking Management System and undertake the Services. At minimum, identify the background and experience of the persons responsible for:

### Overall contract administration, including management of the Parking Facility and responsibility for all on-site personnel and sub-contracted support persons, if any. This person must have the ability to sign on behalf of the Contractor. Provide contact information, relevant training/credentials and experience, including reference to projects that are of a similar on size and complexity to the Parking Facility. List expected areas of responsibilities;

1. Project management (position referred to as the “project manager” in Schedule A. Provide contact information, relevant training/credentials and experience, including reference to projects that are of a similar on size and complexity as specified in this RFP. List expected areas of responsibilities;
2. Day-to-day site management/supervision. Provide contact information, relevant training/credentials and experience, including reference to projects that are of a similar in size and complexity as specified in this RFP. List expected areas of responsibilities; and
3. Management of technical services, including but not limited to the maintenance and troubleshooting of Parking Equipment. Provide contact information, relevant training/credentials and experience, including reference to projects that are of a similar in size and complexity to the Parking Facility. List expected areas of responsibilities.

**Key Personnel**

Name:

Experience:

 Dates:

 Project Name:

 Responsibility:

 Dates:

 Project Name:

 Responsibility:

 Dates:

 Project Name:

 Responsibility:

1. **Sub-Contractors**

Proponents should provide the following information on the background and experience of all sub-contractors, if any, proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION OF SERVICES** | **SUB-CONTRACTORS NAME** | **YEARS OF WORKING WITH PROPONENT** | **TELEPHONE NUMBER AND EMAIL** |
|  |  |  |  |
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***SCHEDULE C-3 - PROPONENT’S TECHNICAL PROPOSAL (SERVICES)***

Proponents should provide responses to the following (use the spaces provided and/or attach additional pages, if necessary):

1. a narrative that illustrates an understanding of the City’s requirements for Goods and Services;
2. a description of the general approach and methodology that the Proponent would take in providing the Goods and Services including specifications and requirements;
3. a narrative that illustrates how the Proponent will provide the Goods and perform the Services, and accomplish required objectives within the City’s schedule;
4. If the Proponent cannot provide the required Services with current equipment, Proponent must describe what equipment or components would be replaced and include those costs in Schedule C-5 Pricing #3.
5. a description of the standards to be met by the Proponent in providing the Goods and Services;
6. **Parking Equipment Maintenance**

Proponents should describe any third-party maintenance agreements, if any, they intend to enter into to service the Parking Facility’s existing Parking Equipment (refer to Schedule A-2 Current Equipment Specifications). Specifically, Proponents should include:

* + 1. the maintenance company’s name and contact information;
		2. a list of Parking Equipment and associated parts, software, etc. that would be serviced by third-party technicians, the number and qualifications of third-party maintenance technicians; and
		3. details regarding the previous relationship with the maintenance company. A brief description of the certification process of third-party technicians should also be included in the response.
1. a list of reports that you would anticipate providing the City’s management team, including their relationship to project milestones and the method of delivery (electronic, paper, e-mail, other);
2. **Implementation Plan**

Any changes to the existing equipment will require submission of a detailed implementation plan covering the supply and installation of any Parking Equipment, operational signage and all other material and services involved. Provide a description of your proposed implementation plan for the following:

License Plate Recognition

1. Explain the relationship of the vehicle identification or license plate recognition units to the central management system, including the communications network and how the vehicle identification or license plate recognition system will work with multiple user groups;
2. Describe the communication and data storage configuration that your system utilizes; and
3. Identify and describe security systems in place to protect all incoming and stored data. Identify the country in which servers are located, if applicable.

Pay Stations

### Explain how your services meet or exceed the requirements as generally set out in Schedule B Draft Contract and Schedule A; and

### Explain the relationship between the pay station and the vehicle identification or license plate recognition system.

Confirm that any additional/new pay stations will be EMV chip-enabled and compliant with any current payment security requirements applicable to unattended cardholder-activated terminals (UCAT).

Parking Management System

1. Explain how your product meets or exceeds the requirements as generally set out in the Schedule A-1, A-2 and Schedule B and;
2. Describe reporting capabilities built into the central management system software;
3. Describe booking / reservation capabilities,;
4. Provide visual examples (e.g. screenshots, video, etc.) of central management system software;
5. Identify whether the central management system is web-based or desktop; and
6. Identify whether the Parking Management System integrates with software from other Parking Equipment components. If so, describe how.
7. **General Maintenance and Cleaning**

 Provide a recommended schedule for general maintenance and c leaning Services and corresponding task sheets.

1. **Maintenance of Parking Equipment**

 At minimum, please provide the following information:

1. Provide a recommended schedule preventative maintenance services and corresponding task sheets; and
2. Provide details of any revenue collection alternatives to be used in the event of a total equipment breakdown or loss of communications between the vehicle identification or license plate recognition system and the pay stations and central management system.
3. **Enforcement**

At minimum, please provide the following information:

1. Provide comprehensive details of the enforcement protocols that will be in place for each of the user groups described in Schedule A, including but not be limited to type of enforcement equipment recommended, communications protocol between the Parking System and enforcement personnel, estimated time from time of violation to notification of the Contractor’and the time between City staff notification and the issuance of a violation;
2. Describe in detail how the City will be able to monitor and control the generation of revenues generated through violations;
3. Describe in detail the process in place for the collection of outstanding violations; and
4. Identify whether vehicles will be used for the purpose of enforcement and describe associated technology.
5. **Supplies and Consumables**

Provide a complete list of supplies and consumables that will be required for proper operations of the Parking System, including but not limited to ticket stock, receipt paper, print heads, ink rollers, print ribbons, ink cartridges, etc.

1. **Financial Reporting**
	* 1. Provide comprehensive details of the security and audit procedures that are used to protect revenues;
		2. Provide clarification and accept responsibility that all card data, collection and enquiries will be compliant with PCI requirements;
		3. Identify when (by day of month) a Monthly Statement of Account will be delivered to the City and provide sample statements.
2. **Work Plan for Parking Permit database transfer, migration, and communication plans**

Provide a project management schedule/plan for the coordinated migration of all staff, public, and corporate virtual parking permits and user data from the incumbent contractor’s permits system. Provide samples of similar communication processes and plans for comparable permit/user-group migrations, with description of transition team’s experience, qualifications, and demonstrated capacity to comply with provincial data privacy legislation.

1. **Quality Assurance Plan**

Describe in detail your proposed quality assurance plan. How do you ensure your staff are providing consistent, comprehensive and customer focused on-site. Describe how you propose to resolve potential problems/issues that your staff identifies;

1. **Sustainability Initiatives**

Proponent should describe their sustainability initiatives relating to the environmental impacts. The environmental attributes (green) of their Goods and Services. Anticipated objectives (e.g., carbon neutral by 2015). Information pertaining to their environmental policies, programs and practices. Confirm that the Contractor complies with any applicable objective (use the spaces provided and/or attach additional pages, if necessary):

1. **Value Added Services**

The Proponent should provide a description of value added, innovative ideas and unique services that the Proponent can offer to implement the City’s requirements relevant to the scope of Services described in this RFP. Unless otherwise stated, it is understood that there are no extra costs for these services.

**[END OF PAGE]**

**SCHEDULE C-5 - PROPONENT’S FINANCIAL PROPOSAL**

Proponents should set out in their Proposal, the proposed fee structure (excluding GST) and provide a breakdown of cost, including disbursements and other soft costs, and the basis of calculation (use the spaces provided and/or attach additional pages, if necessary) as follows (as applicable):

Proponents may choose to complete the Pricing Table for Pricing Option #1 and Pricing Option #2 depending on the Proponent’s approach to the initial 3-year initial Term.

* + - 1. **PRICING #1** **PARKING MANAGEMENT SYSTEM SERVICES – EXISTING EQUIPMENT**

If using the existing equipment as follows:

* Genetec AutoVu Sharp EX LPR cameras – 6 units
* Digital Payment Systems LUKE pay stations -10 units
* public registration kiosks (Ipad-based with cellular and WiFi connection) – 2 units
* Directional/wayfinding signage

**Refer to Schedule A-2 Current Equipment Specifications**

Pricing to include all labour, materials, supplies, consumables, equipment, for the performance of Services.

|  |  |  |
| --- | --- | --- |
| **Description** | **Monthly Fee****(A)** | **Annual Price****(A X 12)** |
| Parking Management System Fee  | $$ | $ |
| GST (5%): | $ |
| **TOTAL PROPOSAL PRICE:** | **$** |

**Optional Fees:**

|  |  |
| --- | --- |
| **Description** | **Price** |
| Equipment Upgrade, if applicable | $ |
| Extended Warranty | $ |
| Other costs, please specify | $ |

* + - 1. **PRICING #2 ADDITIONAL SERVICES/EXTRA WORK**

**Table 1: Hourly rates for additional Services and Extra Work not covered under the Fees.**

**TABLE 1** may be downloaded at the Managed File Transfer Service (MFT) link noted below.

* + - 1. **PRICING #3 PARKING MANAGEMENT SYSTEM SERVICES – FOR NEW/PROPOSED EQUIPMENT**

If the Proponent cannot provide the required Services with current equipment, Proponent should complete the pricing excel worksheets Tables 1, 2, 3, and 4 listed below:

**Table 2: Parking Equipment [for License Plate Recognition and Pay Station]**

**Table 3: Parking Equipment Specifications**

**Table 4: Project Implementation Financial Proposal**

**SCHEDULE C–5 TABLES 1, 2, 3 AND 4** may be downloaded at the Managed File Transfer Service (MFT) link noted below. Printing will be the sole responsibility of the Contractor.

In the URL, or address field at the top, enter the following address: <https://mft.surrey.ca/> and hit “enter”.

Enter “surreybid” as the Username, “Welcome” as the password and then click “Login”

[**https://mft.surrey.ca/**](https://mft.surrey.ca/)

Login ID: surreybid

Password: Welcome

Folder: 1220-030-2022-007

The City may proceed with a portion, all or none of the unit price items indicated in the worksheets. Quantities for Parking Equipment as may be listed are approximate and for pricing purposes only. Payment will be made on actual quantities of equipment installed. Prices (including discounts) shall be used for the purpose of calculating authorized additional Parking Equipment elements or deductions, and shall include the supply of all labour, equipment and plant for the complete provision of the Parking Equipment and performance of the Services as specified in this RFP.

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