ADDENDUM NUMBER #1

RE: BID/RFP DUE: AUGUST 30, 2018 @ 10:15 a.m.

BID/RFP TITLE: RFP – DIGITAL RESIDENTIAL PARKING PERMITTING SERVICES

PLEASE NOTE:

Addendum #1

The following questions were raised by a potential bidder. The City’s responses to the questions are as follows:

Question #1: Signature Authorization form: We are an LLC, not a Corporation, we have no Corporate, seal or Board of Directors. Given that, should we sign this form anyway or, in lieu of this, should we submit a “Consent from our Board of Managers” confirming who our Authorized Officers are?

A “Consent letter from your Board of Managers” confirming Authorization to whomever is authorized to sign the contracts is acceptable.

Question #2: SCOPE OF SERVICES, item 16: This item states that the selected vendor must have, “the ability to integrate with handheld and LPR technology.” Please confirm that proponents are not required the provide LPR technology as an element of proposed solutions. If not, this suggests that the City already has this equipment in place, and if that is the case, what LPR technology does the City have and how many units are in place?

Respondents are not required to provide LPR technology. While the city does not currently use LPR, we would prefer to select a firm that is compatible should we choose to go that route.

Question #3: Page 12, SCOPE OF SERVICE, item 17: This item states that the selected vendor must have, “the ability to integrate with smart parking meter technology.” What smart meters does the City use? What is the City looking the achieve through this integration with digital permitting services?

While the City does not currently have Smart Meters with an eye to the future we prefer to pick a provider that is capable of integrating with this type of technology.

Question #4: Page 18, Acknowledgements & Conditions, item 2: This item states that a bond for 50% of the bid is required within five days of Notice of Award. While our preference would be not to have to get a bond, if this is a firm requirement, we respectfully request an extension of the five-day deadline. As a privately held company, bond applications take a while to get processed so we could provide documentation that demonstrates financial stability while the application is being processed. We assume this would be acceptable to the City.

Please strike out any templated language regarding “Bonds” or “Certified Audited Financial Statements” since this bid is being bid under Chapter 30B and they are not required.
Question #5:  **Page 18, Acknowledgements & Conditions, item 5:** Please confirm that the proposal submission requirements are as follows: 

- One original Technical Proposal with three copies, and one thumb drive in one envelope, and
- One original Price Proposal with three copies, and one thumb drive in another envelope.

If these are not the requirements, please clarify. If so, can we submit both sealed envelopes in a single overnight shipping envelope? Both the Closed Price Proposal Envelope and the Closed Technical Proposal envelope may all be mailed together. You may also send just one thumb drive (with both Technical and Price on it) in the Closed Price Proposal envelope.

PLEASE ACKNOWLEDGE ADDENDUM IN YOUR BID, AS IT IS NOW A PART OF THE BID.

*Kathryn R. Logan*  
Kathryn R. Logan  
Purchasing Agent