



*City of Lawrence*  
*Office of the Purchasing Agent*  
*City Hall Room 301*  
*200 Common Street*  
*Lawrence, Massachusetts 01840*

DANIEL RIVERA  
MAYOR

RITA V. BROUSSEAU  
CHIEF PROCUREMENT  
OFFICER

TEL: (978) 620-3240  
FAX: (978) 722-9120  
www.cityoflawrence.com

**BID ADDENDUM #2**

To: All Bidders  
From: Rita V. Brousseau, Chief Procurement Officer  
Date: November 9, 2016  
Re: Parking Management Services RFP

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This Addendum modifies and forms a part of the Bid Set documents dated October 31, 2016.

This Addendum consists of the following: Seven (7) typed pages.

Where any items called for in the bid documents are supplemented here, the supplemental requirements shall be considered as added thereto. Where any original item is amended, voided, or superseded here, the other provisions of such items not specifically amended, voided, or superseded shall remain in effect.

**I. The following items are the City's responses to Bidder questions:**

- Question:** Can you provide the City's opinion on the current condition of the existing parking kiosks? Is there any discussion on upgrading or replacing the machines? Does the City have a projected lifespan on the current parking kiosks?

**Answer:** As far as the City is aware, all kiosks are in working order. They were installed in 2011 and we do not have the educated knowledge of their lifespan. There is no discussion, at this time to upgrade or replace any of the kiosks. All kiosks have the 120V AC Slimline solar panel.
- Question:** Can you provide historical information on the operational downtime of your existing parking kiosks (basically, how often are they out of service)?

**Answer:** Operational downtime is never more than three days to await parts that cannot be ordered ahead of time. Historical information of any downtime is not available at this time.
- Question:** Can you provide a list of spare parts for the parking kiosks that will be transferred over with a new operator?

**Answer:** That information is not available but it is entirely possible that no parts will be transferred over to the new operator as the current operator is responsible for all maintenance and replacements until the contract expiration date.

4. **Question:** Can you provide a list of upgrades that have been made to all or some of the parking kiosks since they were installed?  
**Answer:** There have been many software upgrades over the years which are just advances and updates made by T2. The only hardware modifications were the upgrading of all the modems from 2G to 3G for faster processing of data. In addition, the machines originally shipped with a V2 controller (on board computer) and have been upgraded to the V4 series.
5. **Question:** Is there a service contract with T2/Digital for maintenance of the parking kiosks?  
**Answer:** The current vendor is responsible for maintenance, therefore; if there is a service contract, it would be between T2/Digital and SP+ Parking (current vendor).
6. **Question:** Can you provide current staffing levels and hours they work each week? Please include, parking cashier, any office personnel, parking enforcement officers and maintenance staff.  
**Answer:** Staffing is the responsibility of the parking management vendor with limited input from the City. All proposers shall propose their own staffing structure to assure that all dates and times that parking is to be enforced is well-manned.
7. **Question:** Between 2012 and 2013 there was a 10% dip in citation issuance and that has carried on to present. Was there a change in operating procedure, city ordinances or regulations that may have caused this dip?  
**Answer:** There were no changes other than all city and school employees as of 2013 are prohibited from parking on Essex and Common Streets.
8. **Question:** Can you provide a list of violations and the fine amount, as well as any applicable late fees?  
**Answer:** The list is attached to this bid addendum.
9. **Question:** Is parking enforcement done on holidays? If not, which holidays is parking enforcement shut down on?  
**Answer:** No, there shall be no parking enforcement on any holidays.
10. **Question:** May a proposer furnish the experience related information and references corresponding to its foreign parent company?  
**Answer:** No, that will not be acceptable as foreign laws, regulations and guidelines differ from those in the United States.
11. **Question:** Are experience and references gained outside the United States or America acceptable?  
**Answer:** No, USA experience and references only.
12. **Question:** The RFP makes several references to the provision of handhelds, collections processing, etc. Is it the city's intent to terminate their existing Complus contract and have the successful bidder enter into a contract with a comparable firm or self-perform this function?  
**Answer:** Yes, the vendor awarded the contract as a result of this RFP must have partnered with a processing company capable of processing and marking all citations issued via handheld devices utilized by the vendor's staff and the City's Parking Enforcement personnel and/or Police (In Zone and Out of Zone).
13. **Question:** The RFP states "If a customer paid with a credit card, the data management software must allow City Staff to look up transaction history by credit card number and see what time, location, and parking space number or pay station the transaction was authorized, rejected or never attempted." This request cannot be delivered and maintain PCI compliance. However, the same could be accomplished by other means. Will the City consider alternative approaches to accomplishing this requirement?

**Answer:** Yes, providing the bidder clearly explains the reason for the alternate approach and can prove its ability to provide the data requested in this RFP.

14. **Question:** The RFP currently lists One (1) Ford Transit Connect One and (1) Smart Pure Coupe as existing vehicles. These are assets are owned by the existing operator. Can you confirm that the successful bidder, with the exception of the incumbent, would be required to provide their own vehicles to perform all operational functions?

**Answer:** The current vehicles will become property of the City of Lawrence at the expiration of the contract. Amortized payments have been made in accordance with the current contract for the two vehicles listed, therefore; they become property of the City of Lawrence.

15. **Question:** The revenue reflected in the RFP represents monies that are currently passed through to the City entirely under the existing parking agreement. Is it the intent of the City that these monies would now be retained by the successful bidder and should be used in calculating any rent offers?

**Answer:** The breakdown is attached. The figures include RMV fees.

16. **Question:** The vehicles below are listed as existing assets, please clarify that these vehicles are owned by the existing operator.

- a. One (1) Ford Transit Connect
- b. One (1) Smart Pure Coupe

**Answer:** They are currently owned by SP+ but will become the property of the City of Lawrence upon contract expiration. (Contract Schedule C, #3).

17. **Question:** In the past, the city has required that only one vendor be assigned the collections of citations and excise tax. If so, then the new operator has to work with a vendor that can do both. Correct?

**Answer:** Excise tax is currently processed by Kelley & Ryan Associates and parking tickets are processed by SP+/Complus Data. As of this bid addendum; Kelly & Ryan will continue to collect excise tax. The new vendor will be required to collect all parking ticket fees.

**NOTE TO ALL BIDDERS: YOU MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON YOUR BID SUBMISSION FORM WHERE INDICATED.**

## Lawrence Meter Maintenance Orders

Date	Machine #	Parts Ordered	Price
10/07/15	2	Controller	\$3,250.00
03/16/16	3	Controller	\$3,250.00
10/07/15	5	Coin Chute	\$105.00
11/20/15	12	Printer	\$1,420.00
12/03/15	12	Controller	\$3,250.00
12/22/15	12	Printer	\$1,420.00
02/10/16	12	Controller	\$3,250.00
04/13/16	12	Printer	\$1,420.00
09/07/16	12	Controller	\$3,250.00
08/03/16	14	Controller	\$3,250.00
09/20/16	32	Controller	\$3,250.00
09/07/16	38	Coin Acceptor	\$655.00
10/25/16	39	Printer	\$1,420.00
06/02/16	41	Printer	\$1,420.00
06/30/16	41	Controller	\$3,250.00
07/27/16	42	Printer	\$1,420.00
08/10/16	42	Printer	\$1,420.00
01/06/16	44	Printer	\$1,420.00
06/02/16	44	Controller	\$3,250.00
12/24/15	45	Printer	\$1,420.00
06/14/16	45	Controller	\$3,250.00
06/30/16	45	Controller	\$3,250.00
07/12/16	45	Controller	\$3,250.00
07/27/16	45	Controller	\$3,250.00
06/02/16	46	Printer	\$1,420.00
06/24/16	46	Controller	\$3,250.00
04/13/16	49	Printer	\$1,420.00
09/07/16	49	Coin Acceptor	\$655.00
09/07/16	50	Controller	\$3,250.00
05/12/16	55	Credit Card Reader	\$555.00
11/20/15	56	Controller	\$3,250.00
12/22/15	56	Controller	\$3,250.00
07/12/16	56	Controller	\$3,250.00
06/30/16	57	Printer	\$1,420.00
05/12/16	58	Credit Card Reader	\$555.00
06/02/16	59	Printer	\$1,420.00

Lawrence Meter Maintenance Orders			
06/24/16	59	Printer	\$1,420.00
08/02/16	62	Coin Acceptor	\$655.00
08/25/16	62	Coin Acceptor	\$655.00
11/04/15	64	Controller	\$3,250.00
01/19/16	64	Controller	\$3,250.00
05/25/16	64	Printer	\$1,420.00
03/30/16	74	Printer	\$1,420.00
10/01/15	80	Printer	\$1,420.00
03/18/16	85	LCD Screen	\$760.00
01/19/16	88	Controller	\$3,250.00
06/14/16	95	Controller	\$3,250.00
03/16/16	98	Printer	\$1,420.00
12/03/15	104	Controller	\$3,250.00
06/14/16	106	Controller	\$3,250.00
09/29/16	109	Printer	\$1,420.00
09/29/16	111	Printer	\$1,420.00
09/19/16	113	LCD Screen	\$760.00

<b>YTD Total</b>	<b>\$111,755.00</b>
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## Lawrence Parking Violation Fees

Code	Violation	Ticket Fee	After 21 Days	After 35 Days	After 51 Days
A1	Overtime Parking	\$ 25.00	\$ 30.00	\$ 55.00	\$
A2	Not parked within space	\$ 25.00	\$ 30.00	\$ 55.00	\$
B1	Not parked within Municipal Space	\$ 25.00	\$ 30.00	\$ 55.00	\$
B2	Restricted Area – Municipal	\$ 25.00	\$ 30.00	\$ 55.00	\$
C1	Parked in Restricted Area	\$ 25.00	\$ 30.00	\$ 55.00	\$
C2	Parked Wrong Direction	\$ 25.00	\$ 30.00	\$ 55.00	\$
C3	Parked more than 12" from curb	\$ 25.00	\$ 30.00	\$ 55.00	\$
C4	Parked Bus Stop	\$ 100.00	\$ 105.00	\$ 205.00	\$
C5	Parked Designated Time	\$ 25.00	\$ 30.00	\$ 55.00	\$
C6	Double Parked	\$ 25.00	\$ 30.00	\$ 55.00	\$
C7	Stopped in Travel Lane	\$ 25.00	\$ 30.00	\$ 55.00	\$
C8	In Front of Public Building	\$ 25.00	\$ 30.00	\$ 55.00	\$
C9	Parked in Crosswalk	\$ 25.00	\$ 30.00	\$ 55.00	\$
C10	Parked within 20' of Intersection	\$ 25.00	\$ 30.00	\$ 55.00	\$
C11	Parked in front of Private Road	\$ 25.00	\$ 30.00	\$ 55.00	\$
C12	Parked within Intersection	\$ 25.00	\$ 30.00	\$ 55.00	\$
C13	Snow Removal or Emergency	\$ 25.00	\$ 30.00	\$ 55.00	\$
C14	Parked on Sidewalk	\$ 25.00	\$ 30.00	\$ 55.00	\$
C15	Parked within 10' of Lane	\$ 25.00	\$ 30.00	\$ 55.00	\$
C16	Within 25" of Fire Entrance	\$ 25.00	\$ 30.00	\$ 55.00	\$
C17	Across the Street from Fire Station	\$ 25.00	\$ 30.00	\$ 55.00	\$
D1	Obstructed Parking – Snow	\$ 25.00	\$ 30.00	\$ 55.00	\$
D2	Alternate Parking/All Night	\$ 25.00	\$ 30.00	\$ 55.00	\$
D3	Resident Sticker Parking	\$ 25.00	\$ 30.00	\$ 55.00	\$
E1	Handicap Parking (current fee)	\$ 100.00	\$ 105.00	\$ 205.00	\$ 280.00
E1	Handicap Parking (as of 11/18/16)	\$ 300.00	\$ 305.00	\$ 605.00	\$ 680.00
F1	Parked within 10' of Fire Hydrant	\$ 100.00	\$ 105.00	\$ 205.00	\$

<b>IN ZONE/OUT OF ZONE REVENUE BREAKDOWN</b>		
<b>Category</b>	<b>Batch Date Paid</b>	<b>Ticket Amount Paid</b>
Out of Zone (non-metered areas) DPW issued	2012	\$ 580,049.00
	2013	\$ 813,889.00
	2014	\$ 811,957.00
	2015	\$ 679,659.55
<b>TOTAL</b>		<b>\$2,885,554.55</b>
In Zone (metered areas) SP+	2012	\$1,237,008.50
	2013	\$ 940,962.50
	2014	\$ 895,977.00
	2015	\$ 966,750.00
<b>TOTAL</b>		<b>\$4,040,428.00</b>