

**The Philadelphia Parking Authority**  
**701 Market Street, Suite 5400**  
**Philadelphia, PA 19106**

**Request for Information No. 17-02**  
**Multi Space Electronic Parking Meters**

**Introduction:**

The Philadelphia Parking Authority is requesting information regarding your company and your product/service concerning multi space electronic parking meters. The Authority will also gather information from different companies concerning this technology. The RFI method is not intended to result in a contract award but is designed to allow for the collection of industry information that may be used to assist the Authority in developing a subsequent Request for Proposal. The information received becomes the property of the Authority and is subject to Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104).

**Background Information:**

The Philadelphia Parking Authority is looking to possibly upgrade the currently installed "Metric Aura and Parkeon Strada Kiosks." These parking kiosks are located in the Center City and University City business corridors.

Currently, we have in place approximately 1,082 multi-space Pay and Display kiosks within the Center City and University City corridor. We also currently have 15 Pay by Space kiosks and 5 Pay and Display kiosks in our Off-Street lots.

Parking Kiosks rates vary depending on the location and business demographics. For example, in Center City, the rates are \$3.00 an hour in what we define as the core; (high volume business and entertainment district), and \$2.50 an hour in what we define as the outer fringe areas of the center city corridor and the University City corridor. Some of the Off-Street Parking Lots have a multi rate structure. For example, Up to 1 hour \$6.00, Up to 2 hours \$11.00, Up to 12 Hours \$17.00, Up to 24 Hours \$19.00 with Early Bird, Evening and Weekend rates as well.

**Scope:**

The Philadelphia Parking Authority is issuing a Request for Information (RFI) for multi space kiosks. Fundamental to the functionality of the Multi Space kiosks is the ability of the system to do the following:

- Access to real-time data
  - Total Revenue
  - Daily Transaction Summary
  - Currency Audits by denomination
  - Credit Card Audits tracked separately
  - Ticket price summary including sales time Report
  - Maintenance Reports
  - Alarms
- Capable of Pay & Display
- Capable of Pay-By-Space
- Ability to discriminate coins with no mechanical or moving parts and will accept only the following US coins: nickel, dime, quarter and dollar coin(s)

- Ability to accept \$1, \$5, \$10, in dollar bills, credit cards, and debit cards – On-Street
- Ability to accept \$1, \$5, \$10, \$20 in dollar bills, credit cards, and debit cards – Off-Street
- Equipped with EMV chip card readers
- Capable of 2-way wireless communication
- Equipped with a real-time clock and capable of pre-programming various rate structures for weekday and weekend rates based on time of day and day of week
- Capability to update, change tariffs and block payments remotely
- Capability of preventing payments during non-regulated hours, holidays, parking restrictions and promotional parking
- Comprehensive web-based management system
- Capability to function in the temperature range of -20°F (-29°C) to +140°F (60°C)
- Capability to remain fully functional under harsh weather conditions that may include: snow and salt, fine grain sand, grime, wind driven rain, high levels of prolonged humidity, normal vibrations and minor levels of vandalism
- Constructed of all new materials, including heavy gauge steel housing with multiple coats of polyurethane paint, anti-UV varnish, and hot-dip galvanization to harden the pedestal, or equivalent
- Ability of housing and pedestal to resist rust
- Locks capable of being re-keyed without removing lock cylinder
- Magnetic keys have ability to be remotely programmable as well as durable
- The cash box shall have an internal high security locked keyed system separate from the units' compartments
- The cash box and coin box shall have a handle for easy handling
- Ability for kiosk to provide a transaction report via I.R., modem and printer at time of collection, showing date, time and cash box value
- Vendor software should interface with Authority's current currency and counting software
- Provide receipt after collection confirming collection is complete and kiosk is available for use

**Vendor shall provide information on the following items in their proposed solution:**

- Advantages and disadvantages of implementing Pay and Display or Pay by Plate
- Specifications of internal battery power with solar panel recharging and the ability to be hardwired
- Ability of solar panels to resist discoloration or corrosion due to weather
- Provide data for your current systems for kiosk with and without bill acceptors
- Indicate whether housing is anti-graffiti resistant
- Options on vendors hosting server for the Management system
- Mechanism access door and lock specifications
- Provide threshold for amount of revenue held by coin box and cash box
- Possibility for kiosk to retain all audit information at time of collection, for a minimum of at least the last 3 collections, where it can be retrieved via a portable data terminal or via 2- way communications or wireless communications
- Installation options
- Replacement parts list with prices, location and availability (total time from order to delivery). Also indicate whether parts are proprietary.
- Approximate pricing for all proposed solutions and include any government discounts that would be extended to the Philadelphia Parking Authority

**Information Security and Compliance Services Companies Qualifications**

Please describe any certifications received by the Payment Card Industry Security Standards Council (PCI-SSC). Is the software/firmware used in the processing of Card Data PA-DSS Certified? Is your organization PCI-DSS Certified as a

Service Provider? In both cases, if this is not applicable for some reason, please explain in detail.

Please provide information regarding the model and type of the card reading devices and encryption certification(s) acquired for the card readers.

Please provide information regarding the handling of a security breach of a device. What services would normally be provided for forensic investigation of your device and incident response in the event that your device is proven to be the cause of the breach?

The PCI DSS requires merchants to have a well-established contractual agreement stating a Vendor's PCI Compliance responsibilities. What types of PCI-DSS contractual agreements has your company put in place to assist Merchants with their PCI Compliance efforts? Please explain your understanding of the importance of these responsibilities as a PCI-DSS Level 1 Service Provider.

Please provide information regarding the EMV Chip requirements and if this will be a standard for the card readers in your device.

### Registration:

Interested parties are required to register for participation in the RFI by emailing Mary Wheeler at [mwheeler@philapark.org](mailto:mwheeler@philapark.org) prior to downloading the documents. Registration shall include contact name, firm name, email address, telephone number and firm address. Only those firms who are registered will receive addenda that are issued.

**The Philadelphia Parking Authority anticipates the following schedule for review of the responses:**

Activity	Date
Opportunity Posted	Friday, April 7, 2017
Question Deadline	Friday, April 21, 2017 at 2:00 PM
Response Submission Deadline	Friday, May 5, 2017 at 2:00 PM

All proposals must be presented with one (1) original and six (6) copies, individually numbered, and an electronic version consisting of one PDF file no later than **2:00 PM (EST) on Friday, May 5, 2017** to the address below:

The Philadelphia Parking Authority  
701 Market Street, Suite 5400  
Philadelphia, Pa 19106  
Attn: Mary Wheeler  
Manager of Contract Administration

The Authority may request additional information, clarification or presentations from any of the vendors who submit a response to the RFI after the initial review is complete. The Authority may also request to test the equipment proposed at this time.

### Questions Regarding this RFI:

Questions regarding this RFI are to be submitted by email only to Mary Wheeler at [mwheeler@philapark.org](mailto:mwheeler@philapark.org). Questions must be submitted no later than **2:00 PM (EST) on Friday, April 21, 2017**. All questions received by this date and time will be answered appropriately. **The subject title of such emails should read, "RFI No. 17-02 – Multi Space Meters - Company Name."** Questions emailed by respondents, and any additional information that the Authority provides in response to such questions will be emailed in addendum form to all of registered respondents. Such distribution will also include posting on the Authority's website.

## **Response Content:**

Responses are to follow the tabbed format below:

### **A. *Cover Letter***

Please include a signed cover letter of no more than one page indicating the name, title, location, telephone number, and email address of the party responsible for responding to this RFI.

### **B. *Qualifications of the Vendor***

1. Provide a brief overview of company.
2. All vendors must provide documentation of their stability and ability to support the Scope as requested in the RFI.
  - Documentation of longevity in the business
  - Documentation of financial stability
  - Records of satisfactory performance
  - Effective and efficient methods to respond to faults and failures within the system
  - Availability of a Project Team committed to the assignment
  - Proven ability to provide the type of technology for a company this size
  - Proven records of performance and completion schedules
  - Interest and knowledge in new technology conducive to this RFI
  - Training modules with varying levels of instruction

### **C. *Proposed Solution***

Vendor shall address all items identified in the Scope of this RFI.

### **D. *Information Security and Compliance Services Companies Qualifications***

### **E. *Additional Information***

Any additional information not specifically requested, but which the respondent deems important and relevant may also be submitted.

### **F. *Experience***

Discuss your relevant experience within the public sector the over the past five years. Also, identify locations where your proposed solution is currently in use. Provide contact names, email addresses, mailing addresses, and phone numbers of three references. These references should include customers who are using similar products as are requested in this RFI. The Authority reserves the right to request additional reference information after responses are received if necessary.

### **G. *Request for Information Form***

Complete and attach the request for information form included in the RFI document.

## Philadelphia Parking Authority Policies and Reservation of Rights

- Joint responses will not be accepted.
- The cost for developing a response to the RFI is entirely the obligation of the proposer and shall not be charged in any manner to the Authority.
- Oral communications from the Authority personnel or other persons shall not be binding and shall in no way materially modify the provisions of the RFI.
- While documents exchanged by or with the Authority or its agents during this process may be protected from public release by certain terms of Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104), Pennsylvania's Procurement Code, or other laws, all proposers in the instant process are advised to review such disclosure issues. **Any proprietary information shall be marked as proprietary on each relevant page of the response.**
- The Authority encourages submissions by minority, woman, and disabled owned firms ("MWDBE"). The Authority requires that any firm selected to participate in this process not to discriminate nor permit discrimination against any person because of race, color, religion, national origin, or sexual orientation. In the event of such discrimination, the Authority reserves the right to not consider the vendors response to this request for information.

**The Philadelphia Parking Authority  
Request for Information Form  
Multi Space Electronic Parking Meters  
(Additional Pages may be attached as needed)**

<b>Question:</b>	<b>Response:</b>
Company Name:	
Company Address:	
Company Web Page	
Main Product/Service	
Main Market/Customers	
Ownership Structure with ownership status in percentage	
Structure of mother corporation, joint ventures, subsidiaries, partnerships, or other relevant relations	
Number of years on the market	
Company location(s)	
Environmental Management System(s)	
Quality Management System(s)	
Describe your business Continuity Management	
Total Number of Employees:	
Production	
R&D	
Marketing & Sales	
Quality Department	
Financial Information:	
Last Year turnover	
Last Year Gross Margin	
Last Year Profit	
Stock Markets where your company is listed	
Anticipated Capacity conditions within 12 months	
Conditions in the RFI that cannot be met	
Location available for delivery, if not worldwide	
Availability of spare parts and support worldwide	

