

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

**RFP No. 18-17
Multi-Space Meters 2018
Addendum Two**

To: See Email Distribution List
From: Mary Wheeler
Manager of Contract Administration
Date: November 13, 2018
No Pages: 4

This addendum is issued on November 13, 2018 to add, delete, modify, clarify and/or to respond to questions submitted by prospective offerors regarding the work included in the above referenced solicitation.

CHANGES TO THE RFP DOCUMENT

1. The language in the Section 14.1 General Indemnification of the sample contract will be replaced with the following:

Contractor will be responsible for, and will indemnify, defend, and hold harmless the Authority and its Members, officers, employees, attorneys and agents (the "Indemnified Parties") from all claims, liabilities, damages, and costs including reasonable attorneys' fees, for bodily injury (including death and workers compensation claims) and damage to real or tangible personal property arising from or related to the negligence or other tortious acts, errors, and omissions of Contractor, its employees, or its subcontractors while engaged in performing the work of this Agreement or while present on the Authority's premises, and for breach of this Agreement regarding the use or nondisclosure of proprietary and confidential information where it is determined that Contractor is responsible for any use of such information not permitted by this Agreement. This indemnification obligation may not be reduced in any way by any limitation on the amount or type of damages, compensation, or benefits payable by Contractor or its subcontractors under any employee benefit act including but not limited to Workers' Compensation Acts, Disability Benefits Acts, or other Employee Benefit Act.

2. The Authority will be detaching the existing Meters and installing the new Meters with the assistance and supervision of the successful Offeror. The following language replaces the language in the RFP document:

9.00	Meter Delivery/Installation
9.01	Meters must be fully assembled, programmed and ready for operation upon installation.
9.02	Offeror will deliver fully assembled Meters to the work site location.
9.03	All Meters will be installed by the Authority with the supervision of the Offeror's staff.

9.04	Offeror must have the capacity at a facility to store Meters for testing. Provide the location of the nearest facility to 701 Market Street, Philadelphia, PA 19106. The Authority reserves the right to inspect the facility storing the Meters by providing at least twenty four (24) hours notice.
10.00	Existing Meter Removal
10.01	Authority staff will detach the existing Multi-Space Meters from the ground. The Offeror will remove the detached Multi-Space Meters from the active work site location.
10.02	The Offeror will be responsible for disposal of all Existing Meters prior to installation of new Meters.
10.03	Provide a detailed description of how the Offeror will ensure the safe removal and sanitization of all possible data storage locations of Existing Meters.
10.04	The successful Offeror must dispose of the Authority's single space parking meters, including yokes and poles, as designated. The Authority will remove the meters and separate them into parts: Model 80 housings, yokes and Duncan Eagle 2000 mechanisms. The parts then will be picked up by the Offeror at the Authority's offices at 701 Market Street, Philadelphia, Pa 19106

QUESTIONS

- Question:** In regards to submitting Merchant of Record options, is it possible to get the number of credit card transactions and average transaction amount on a monthly average?

Response: Average Transactions per Month - 400,000, Average per Transaction - \$4.00.

- Question:** Can the PPA provide a map of the existing meter locations (kiosks and single space)?

Response: The Authority does not currently have a map that provides these locations. The Authority maintains a Microsoft Excel worksheet with the locations of the meters.

- Question:** Would it be possible for the PPA to amend the price list in a more itemized format? (e.g. a price for the meters, a price for installation, a price for the meter covers, etc). Without knowing the exact number of meters you are requiring, the format of the current price sheet it makes it difficult for you to compare offers from one vendor to the other, and makes it difficult for us to arrive at one price per unit.

Response: There is not an exact desired number of meters. Offerors are encouraged to propose the amount of meters that would be suitable to the Authority's needs. Use the offeror's proposed amount of meters and factor in the inclusions listed on page 2 of the proposal form to arrive at a unit cost. Offerors are permitted include in their proposal an itemized pricing list for the inclusion items if they choose to do so.

- Question:** Do you have a defined timescale for deployment for Phase 2 and Phase 3?

Response: There is no defined timeframe at this time. The deployment results for Phase 1 will have a significant impact on the schedule for future deployments.

- Question:** Referring to page 15 (Section 4) would the PPA prefer a color display?

Response: The Authority does not have a preference at this time.

6. Question: Referring to page 18 (Section 10.01) and page 19 (10.02)

- Can the PPA provide the decommissioning process/data clearance process for the existing meters?
- Can you confirm that the Authority will perform final collections for the existing meters prior to removal by the contractor?

Response: Offeror must provide data destruction and proper data sanitization of all possible existing non-volatile data storage elements of the existing kiosks. Offeror must provide a list of bonded and insured commercial data disposal services that they plan to use for this requirement. If the offeror plans to handle this requirement internally, they must provide verification of previous data removal and sanitization efforts and a detailed description of their processes for data destruction and sanitization. All employees, contractors and affiliates involved with the removal and disposal of existing meters are responsible for taking the appropriate steps to ensure all possible existing non-volatile data storage elements of the existing meters are taken to prevent any type of *Data Loss Incident* from the devices that are decommissioned. Upon removal of the meter, it will be the responsibility of the offeror to ensure that any remaining paper from inside the meter containing printed information is shredded or incinerated. It will be the responsibility of the offeror to ensure the secure transfer of any possible data storage locations from the meter to the final destination for destruction. Devices and their internal technology must never be stored in an unsecured dumpster or bin. All meters will be cleared of currency by Authority staff and powered down prior to removal.

7. Question: Referring to page 18 (Section 10.01) and page 19 (Section 10.03)

- Who is responsible for the civil work to fill in the holes and patch the sidewalks once the kiosks and poles are removed?
- In particular is the vendor responsible for repairing existing concrete pads if they are damaged.
- What are the specifications of filling the holes in the offeror is requested to complete the civil work?
- Is the vendor responsible for installing new concrete pads for new locations?

Response: The successful offeror will be present and supervise installation based on the project plan that they propose in their proposal. Authority staff will be performing all concrete work.

8. Question: Is it the intent of the Parking Authority in Phase II and III of the project to replace all single-space meters in the Chestnut Hill and Mayfair areas with multi-space technology?

Response: It is the intention of the Authority to replace all single space meters with multi-space technology. The locations for Phase II and III are defined on pages 13 and 14 of the RFP.

9. Question: Does the Parking Authority have a preference as to where transactions are processed?

Response: If the Authority remains the Merchant of Record, the processing will be with the Authority's contracted processor, Heartland Payment Systems.

10. Question: Regarding 23.06: Describe how the parking management portal will integrate with the Authority's existing electronic and physical revenue counting systems. Please clarify what the Parking Authority is looking for.

Response: The Authority is looking for a way to integrate the new parking system with our existing coin counting application, which is Cummins Allison.

11. Question: What kind of platform does electronic revenue counting system reside on?

Response: The system runs on a Windows 7 PC with an Access DB.

12. Question: Throughout the document, there is frequent reference to the “Parking Management Portal” –Please define the term Parking Management Portal.

Response: This would be the portal with which the Authority manages the meters, retrieves all reports, etc.

13. Question: After this first round of questions, will there be an opportunity to ask follow-up questions for clarification?

Response: The question deadline will be extended. More information will be provided in Addendum #3.

14. Question: Has the evaluation committee for this RFP been established? If so, please identify the committee members and list their titles.

Response: An Evaluation Committee has been established, however, the Authority will not be identifying the committee.

15. Question: After reviewing the vendor proposals, when does the Parking Authority anticipate that the short-list will be determined? Also, has a date range been determined for presentations?

Response: The Authority will provide dates in Addendum #3.

END OF ADDENDUM TWO