

# City of St. Louis Treasurer's Office



## Request for Qualifications

### Parking and Revenue Control System

Proposals due no later than 5:00 p.m., April 18, 2018

## 1) OPENING STATEMENT

The City of St. Louis Treasurer's Office ("Office") seeks to contract with a manufacturer or authorized dealer of parking garage revenue control equipment ("Vendor") to replace the existing equipment and to provide on-going service of such garage revenue control equipment at the Central Downtown Garage. The garage is centrally controlled from the Parking Office located inside the Central Downtown Garage. Disposal of the existing equipment is also required.

With this solicitation, the Office intends to award one contract and does not anticipate awards to multiple companies. Regardless, the Office reserves the right to make multiple, partial or no awards.

## 2) SCOPE OF SERVICES

### a) Equipment System

The successful Vendor will install new revenue control equipment ("Equipment") for the garage to replace all existing equipment. This includes dismantling, removing and disposing of all existing equipment that is being replaced as well as installed (including labor and materials). Also included are any minor modifications or upgrades to the infrastructure of the garage in order to provide for the proper use and function of the equipment.

The Office requires that the base bid include, at a minimum, replacement of all equipment listed on **Exhibit 1** (attached). The Vendor must specify in its proposal all equipment that will be used, including product specifications and photos. Operations manuals and training are to be included at no additional costs. In addition, the Vendor may propose multiple items for any of the required items; however, the Vendor must describe any difference in the specifications and pricing for the alternatives.

In addition to the required base bid components and capabilities listed on the attached exhibit, the Vendor may also include proposals with additional equipment and services. Proposals including equipment and services beyond the scope of **Exhibit 1** should provide the overall costs of the proposed Equipment and the individual pricing for additional a la carte pricing. The Office will have the option to decide which, if any, items to include in the final equipment purchase. Additional equipment/and or services include, but are not limited to the following:

- Additional Cashier Stations (fee computer, printer/validator, fee display), priced per each, Office will have the option to purchase up to three additional;
- Additional pay on foot pay stations (wall mounted adjacent to cashier area, cash and credit card), priced per each, Office will have the option to purchase up to one additional;
- Additional pay on foot pay stations (stand along kiosk, credit card only), priced per each, Office will have the option to purchase separately;
- Online validation capability, including the price per each of any additional equipment required;
- In-lane assist camera system with one camera at each entry/exit lane. The system should interface with the existing camera system (Webgate 16 Channel DVR Analog);
- Pay on entry capability, including the price per each of any additional equipment required;
- In-out passes capability for select customers such as patrons at hotels in the area;
  - 1. Multiple use; value pass capability;
  - 2. Remote pre-purchase capability;
  - 3. Smart phone payment capability; and
  - 4. Radio Frequency Identification (RFID) credit card payment capability.

b) Warranty and Maintenance Plan

Vendors should provide a description of the warranty coverage and a service/maintenance plan for the Equipment. An initial warranty period of at least two (2) years protection should be added at no additional cost. Proposals should also provide a plan for emergency service repairs and specify which repairs are covered under the service/maintenance plan. Vendors should also provide an option to purchase additional warranty coverage for the Equipment.

c) Compliance

Qualified vendors are required to submit information showing the following:

- (1) Proof vendor is an authorized dealer of Equipment if they are not the manufacturer of such equipment;
- (2) Cardholder Information Security Program (CISP) compliance, certifying equipment exercises industry standard protocols to ensure data security through the Payment Card Industry (PCI) Data Security Standard (DSS); and
- (3) Americans with Disabilities Act (ADA) and American National Standards Institute compliance.

### 3) QUALIFICATION REQUIREMENTS AND PROPOSAL FORMAT

The responses to the RFQ shall be limited to 20 pages (10 pages if both sides of the page are utilized). Pictures and photo examples of equipment shall not count towards the page limit. Responses should include the following information:

1. A summary of the proposal;
2. The history and company profile of the vendor(s);
3. A summary of recent (past three years) PARCS installations completed by the vendor(s);
4. The Scope of Services/ Installation and Warranty Maintenance Plan Information
5. Compliance Information;
6. Three references for PARCS installations completed by the vendor; and
7. Point of contact for sales and maintenance issues.

The Office reserves the right to reject any or all proposals with no penalty. The Office has the right to waive immaterial defects and minor irregularities in any submitted proposal.

The following are the key criteria that will be used to evaluate the proposals:

The ability to integrate into the current revenue control systems, and provide a premise and hosted solution.

Topic	Number of Points
Pricing	25
Quality of Equipment	20
References	10
Warranty and Services	20
MBE/WBE participation	15
Integration	10
<b>Total</b>	100

### 4) SCHEDULE

The following is a listing of key proposal and project milestones:

RFQ Release	April 2, 2018
Onsite Walkthrough	April 6, 2018
Vendors to Submit Questions	April 11, 2018
City Response to Questions	April 13, 2018
Proposals due	April 18, 2018
Selection Announced	April 20, 2018

\*Vendors are invited for a voluntary walkthrough to see the existing equipment on April 6, 2018 at 10 a.m. If your organization is interested in participating please RSVP to Connie Ali at [Alic@stltreasurer.org](mailto:Alic@stltreasurer.org) no later than 5p.m.

## 5) PROPOSAL DUE DATE AND LOCATION

RFQ proposals are due no later than **5:00 p.m. on April 18, 2018** at the following location:

**City of St. Louis  
Treasurer's Office  
1200 Market Street, Room 220  
St. Louis, MO 63103**

The envelope with the RFQ proposal must reference the RFQ and project: “**Proposal for Parking and Revenue Control Systems.**” Vendors must supply three (3) hard copies of the proposal and one (1) electronic copy as a PDF file on a USB flash drive. ***Late proposals will not be accepted.***

Public access to proposals shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (610.021, RSMo), and regulations adopted pursuant thereto.

## 6) Department Contact / Requests for Clarification Prospective

Vendors may direct questions **in writing only** to:

**Carl Phillips  
Parking Administrator  
Email: [Phillipsca@stltreasurer.org](mailto:Phillipsca@stltreasurer.org)  
Fax: 314-622-4246**

All questions are due no later than April 11, 2018. Questions will be answered in writing no later than April 13, 2018, and will be sent to all Vendors, as well as, posted on our website at <http://www.stlouis-mo.gov/government/departments/treasurer/>. The department contact person is the only individual who can be contacted about the project by proposers before proposals are submitted. The department contact cannot vary the terms of the RFQ.

***Central Downtown Garage – Current Equipment layout.***

**Parking Office**

Revenue Control and Reporting PC with Printer

**Pine Ave Entrance /Exit**

**Entrance Lane**

Ticket Dispenser  
Entrance Gate with Gate Arm  
Card Reader  
Opening and Closing loops  
Garage Full Sign

**Center Reversible Lane**

Entrance Mode  
Ticket Dispenser  
Entrance Gate with Gate Arm  
Card Reader  
Opening and Closing loops  
Exit Mode  
Exit Gate with Gate Arm  
Card Reader  
Opening and Closing loops  
After hour Card Reader located outside of building.

**Exit Lane**

Card Reader  
Exit Gate with Gate Arm  
Opening and Closing loops

**Booth Equipment**

Fee Computer  
Ticket printer/validator  
Fee Display