



REQUEST FOR PROPOSAL (RFP)

PUBLIC PARKING AUTHORITY OF PITTSBURGH

**MOBILE HAND HELD
TICKET WRITERS and MOBILE TICKET PRINTERS**

DATE ISSUED: AUGUST 26, 2015

**DAVID G. ONORATO, CAPP
EXECUTIVE DIRECTOR**

REQUEST FOR PROPOSALS

MOBILE HAND HELD TICKET WRITERS and MOBILE TICKET PRINTERS

Sealed proposals for furnishing a Mobile Hand Held Ticket Writers and Mobile Ticket Printers for Parking Enforcement Officers of the Public Parking Authority of Pittsburgh, Division of Parking Enforcement will be received at the office of the Public Parking Authority of Pittsburgh, 232 Boulevard of the Allies, Pittsburgh, PA 15222 until 3:00 pm E.S.T. on Thursday, September 24, 2015.

Five (5) copies of each proposal shall be returned in a sealed envelope marked "PROPOSAL FOR AUTOMATED HAND HELD TICKET WRITER SYSTEM FOR THE DIVISION OF PARKING ENFORCEMENT"

Request for Proposal (RFP) packets will be available on the Authority website at www.pittsburghparking.com and also at the authority's main office located at 232 Boulevard of the Allies, Pittsburgh, PA 15222, on Wednesday, August 26, 2015.

The Authority will award the contract under this Request for Proposal (RFP) to that responsible and eligible proposer whose proposal, conforming to this RFP, may be deemed by the Authority to be the most advantageous and otherwise in the Authorities best interest, price and all other factors considered.

A pre-bid conference for prospective proposers will be held at 10:00 am EST, Thursday, September 3, 2015, in the Board Room of the office of the Public Parking Authority of Pittsburgh, located at 232 Boulevard of the Allies, Pittsburgh PA 15222.

All interested bidders that may have any questions or need any other information are urged to attend this pre-bid conference.

The Authority reserves the right to accept or reject any or all proposals in whole or in part; or to waive any defects, informalities and minor irregularities in the proposal received; to accept exceptions to these specifications; and to act otherwise as the Authority alone may deem in the best interest of the Authority.

TABLE OF CONTENTS

	SECTION	PAGE
<u>Invitation to Propose</u>		
<u>General Instructions</u>	1.0	5
Purpose	1.1	5
Submission of Proposals	1.2	5
Schedule & Deadlines for RFP	1.3	6
 <u>General Conditions</u>	 2.0	 7
Regular Proposals	2.1	7
Request for Additional Information	2.2	7
Revisions	2.3	7
Pre-Bid Conference	2.4	7
Proposer's Examination of the RFP	2.5	7
Proposals Considered "Firm"	2.6	8
Withdrawal of Proposals	2.7	8
Incurring Costs	2.8	8
Responsibilities of Prime Contractor	2.9	8
Firm Price	2.10	9
Open Procurement	2.11	9
Terminology	2.12	9
Availability of Funds	2.13	9
Delivery Date	2.14	9
Execution of Contract	2.15	9-10
No Assignment	2.16	10
Transportation, Insurance and Installation	2.17	10
Hardware Responsibility	2.18	10
Hardware Acceptance	2.19	10
Vendor Commitment	2.20	10
Maintenance	2.21	10
Confidentiality	2.22	11
Responsibility for Loss or Damage	2.23	11
Assumption of Liability/Indemnification/Insurance	2.24	11-12
Authority's Right to Terminate Contract	2.25	12
Registration with the City Finance Department	2.26	12
Minority and Women Business Participation	2.27	13
Rights to Submitted Material	2.28	13
Proposals Not Selected	2.29	13
 <u>Selection Process</u>	 3.0	 14
Request for Proposals (RFP)	3.1	14
Evaluation Responsibility	3.2	14
Factors of Evaluation	3.3	14
References	3.4	14

TABLE OF CONTENTS (continued)

	SECTION	PAGE
Current Hand Held Software Environment	4.0	15
<u>Notice to All Vendors</u>		16
Vendor's Proposal	5.0	16
Vendor Staff Support	5.1	17
Management Summary	5.2	17
Mobile Hand-Held Ticket Writers and Mobile Ticket Printers	5.3	17
Mobile Hand-Held Ticket Writers and Mobile Ticket Printers Specifications	5.3.1	18-26
Other Peripheral Equipment	5.3.2	27
Hardware Maintenance Requirements	5.3.3	27
Corporate Qualifications	5.3.4	27
Manuals and Publications	5.4	28
Other Manuals and Publications	5.5	28
Exceptions to the RFP	5.6	29
Proposer's Addendum	5.7	29
<u>Appendixes</u>		
Bid Guaranty		30-31
Non-Collusion Certification		32-33
MWBE Certification Attachments		34-36

SECTION 1.0 - GENERAL INSTRUCTIONS

1.1 PURPOSE

The principal objective of this Request for Proposal (RFP) is to provide interested vendors with the necessary information to allow them to submit proposals for both a Mobile Hand Held Ticket Writer and Mobile Ticket Printer Hardware under consideration by the Public Parking Authority of Pittsburgh.

Vendors should complete all information requested in Section 5.0, Vendor's Proposal.

1.2 SUBMISSION OF PROPOSALS

It is intended that this be a "turn-key" document, i.e., that each proposer furnish all information requested by this RFP on the forms provided herewith. Unless otherwise specifically requested, manuals, promotional literature, and other documents will not be considered as meeting any of the requirements of this RFP unless used as specific explanations of equipment specifications.

Each proposal shall include a letter of transmittal, not to exceed two (2) pages in length, which bears the signature of an authorized representative of the prime contractor (see Sub-section 2.11) and designates by name not more than two (2) individuals authorized to negotiate and sign a contract with the Authority on behalf of the prime contractor.

This letter of transmittal must also briefly set forth any particular information the proposer wishes to bring to the Authority's attention. This should include, for example, any alternatives for which the vendor is making proposals.

The proposer shall deliver five (5) copies and one (1) electronic copy of his/her proposal no later than 3:00 pm E.S.T. on Wednesday, September 24, 2015 to:

Christopher Holt, Director of Project Management
Public Parking Authority of Pittsburgh
232 Boulevard of the Allies
Pittsburgh PA 15222

Any proposal received after 3:00 pm E.S.T., on the proposal due date or any day thereafter, will be rejected.

1.3 SCHEDULE AND DEADLINES FOR RFP

EVENT	TIME AND/OR DATE
RFP Issued	Wednesday August 26, 2015
Pre-Bid Conference Meeting located at the main office of the Authority, 232 Boulevard of the Allies, Pittsburgh, PA 15222	Thursday September 3, 2015, 10:00 am EST
Deadline For Respondents to Submit Questions and Requests for Clarification/Interpretation/Modification ("Request for Clarification Due Date")	Thursday September 10, 2015, by 5:00 pm EST
Deadline for Submission of Proposals ("Proposal Due Date")	Thursday September 24, 2015 by 3:00 pm EST
Anticipated Board Action	Thursday October 15, 2015

SECTION 2.0 - GENERAL CONDITIONS

This section of the RFP contains the general conditions and restrictions covering the preparation, submission and content of proposals. It is essential that these conditions be strictly observed.

2.1 REGULAR PROPOSALS

Each proposer must comply with all requirements as directed by this notice. Proposals which are defective or irregular may be rejected immediately.

2.2 REQUESTS FOR ADDITIONAL INFORMATION

This RFP has been prepared by the Public Parking Authority of Pittsburgh. Questions regarding the RFP and the selection process should be directed via e-mail to:

Christopher Holt
Director of Project Management
Public Parking Authority of Pittsburgh
232 Boulevard of the Allies
Pittsburgh PA 15222
cholt@pittsburghparking.com

Vendors may submit questions via e-mail to cholt@pittsburghparking.com no later than 5:00 pm E.S.T., Thursday September 10, 2015. All questions and answers of general interest will be circulated in writing after the pre-response conference to all firms who have obtained a copy of this RFP and participated in the pre-response conference. Public Parking Authority of Pittsburgh officials or employees shall not be contacted at any time by proposers, except as may be directed by the Director of Project Management.

2.3 REVISIONS

If it should become necessary to revise any part of this RFP or otherwise provide additional information, an addendum will be issued by the Authority and furnished to all prospective proposers who have obtained copies of this original RFP.

2.4 PRE-BID CONFERENCE

A conference for prospective proposers will be held at 10:00 am E.S.T., Thursday, September 3, 2015 in the board room at 232 Boulevard of the Allies, Pittsburgh, PA 15222. This conference is to make any needed clarifications to the specifications and/or answer any questions bidders may have.

2.5 PROPOSER'S EXAMINATION OF THE RFP

Proposers shall examine all information and materials contained in and with this RFP. This shall include, but not be limited to, all relevant laws and regulations of the State of Pennsylvania and the United States Government. Failure to do so shall be at the proposer's risk.

2.6 PROPOSALS CONSIDERED “FIRM”

All proposals in response to this RFP will be considered “firm” and may not be withdrawn until the award of a contract to a proposer. No bid will be accepted from, or contract awarded to, any person who is in arrears to the Public Parking Authority of Pittsburgh, upon debt or contract, nor who is in default, as surety or otherwise, upon any obligation to the Public Parking Authority of Pittsburgh.

2.7 WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written notice received by the Authority any time prior to the time specified for receipt and subsequent opening of proposals.

2.8 INCURRING COSTS

1. The Authority shall not be liable for any costs incurred by proposers in preparing, submitting or presenting proposals, or in satisfying any demonstration or other requirements.
2. The Authority shall not reimburse any costs incurred by proposers in anticipation of being awarded the contract under this RFP.
3. Only the Authority can legally obligate itself for the expenditure of public funds for this purpose.
4. The Authority shall not accept billings for additional costs not stated in this RFP (including but not limited to travel, subsistence and related expenses of the proposers personnel).
5. The process stated shall include insurance, transportation to the Public Parking Authority of Pittsburgh, complete installation, maintenance, and all other costs as specified in the RFP or the Agreement pursuant heretofore.

2.9 RESPONSIBILITIES OF PRIME CONTRACTOR

The successful proposer shall be considered as the prime contractor and shall be required to assume total responsibility for the delivery, installation, training and maintenance of all hardware and support services offered in their proposal, whether or not they are the manufacturer, producer, author, or supplier of them.

The Authority shall consider the successful proposer to be the sole-point of contact with regard to all contractual matters, including the performance, service of and payment for the Mobile Hand Held Ticket Writers and Mobile Ticket Printers, and all other services performed. Failure to meet these obligations shall result in the cancellation of any contracts/agreements and forfeiture of the prime contractor's performance bond as liquidated damages.

Prior to final selection, vendors may be required to submit any additional information which the Authority may deem necessary to determine the vendor's qualification to respond to this RFP.

2.10 FIRM PRICE

Prices offered by the proposer shall be firm and not subject to increase during the term of any contractual agreement arising between the Authority and the successful proposer as a result of this RFP.

2.11 OPEN PROCUREMENT

1. The Authority reserves the right to accept any item or group of items proposed in any response, unless the proposer qualifies his/her offer by specific limitation.
2. The Authority reserves the right to accept or reject any or all proposals in whole or in part.

2.12 TERMINOLOGY

Terms used in this RFP are not intended to imply or denote a particular vendor and are not to be construed as restrictive in any way.

2.13 AVAILABILITY OF FUNDS

If the Public Parking Authority of Pittsburgh should not, for any reason at any time, appropriate or otherwise, make available funds sufficient to purchase, lease, operate, or maintain the Mobile Hand Held Ticket Writers and Mobile Ticket Printers procured pursuant to this RFP, the Authority may unilaterally terminate upon thirty (30) days notice to the successful proposer any and all contractual or other obligations without penalty.

2.14 DELIVERY DATE

Proposers must complete the respective delivery of their product, including all testing and other pre-acceptance procedures by November 30, 2015, forty five (45) days from Board award date.

2.15 EXECUTION OF CONTRACT

1. Upon the acceptance of a proposal, the Authority shall prepare and submit a contract to the successful proposer. In the event the successful proposer fails, neglects or refuses to execute said contract within fourteen (14) days after the mailing of said contract, in an envelope addressed to said proposer at his address as given upon his proposal, with the postage prepaid thereon, the Authority may at its option terminate and cancel its action in awarding said contract and the contract shall become null and void and of no effect, and the Authority may reconsider other proposals or solicit new proposals.
2. Incorporated by reference into the contract, which is to be entered into by the Authority and the successful proposer is the RFP and the vendor's response thereto; and all written communications and negotiations between the Authority, its agents and the successful proposer prior to the award of contract and sixty (60) days after the award of contract.
3. The contract between the Authority and the successful proposer whose proposal is accepted shall exist until the written contract shall have been executed by him/her and the

Authority. The Authority will not execute the contract until insurance certificates and bonds required by the contract have been delivered to the Authority in acceptable form.

2.16 NO ASSIGNMENT

Assignment by the successful vendor to any third party of any contract based on this RFP or any monies due shall be absolutely prohibited and will not be recognized by the Authority unless approved by the Authority in writing.

2.17 TRANSPORTATION, INSURANCE AND INSTALLATION

The proposer shall make all arrangements for transportation, insurance, installation and training of any hardware. Packing, unpacking and placement of the system shall be the responsibility of the proposer for all hardware proposed.

2.18 HARDWARE RESPONSIBILITY

Notwithstanding the details presented in this RFP it is the responsibility of the proposer to verify the completeness of the material lists and suitability of devices to meet the intent of the specifications. Any additional hardware required after installation, even if not specifically mentioned herein, shall be provided by the proposer without claim for additional payment, it being understood that a complete, operating Mobile Hand Held Ticket Writers and Mobile Ticket Printers required. The successful proposer shall be obligated to provide hardware which meets all guarantees in their proposal and works seamlessly with the Authority's current software for the price contained therein.

2.19 HARDWARE ACCEPTANCE

The Authority shall require acceptance tests by the Authority's personnel to insure that the hardware functions as specified. The vendor shall assume full financial responsibility until hardware acceptance testing has been completed successfully. Hardware acceptance shall be based on uptime effectiveness level of 95 percent for a period of thirty (30) working days.

2.20 VENDOR COMMITMENT

The vendor shall maintain and upgrade the Mobile Hand Held Ticket Writers and Mobile Ticket Printers hardware at its current public-released level for the term of the contract with the Authority pursuant to this RFP.

There shall be no requirement on the Authority's part to incorporate any new features or new release of hardware software. Vendor will assume responsibility for ensuring that its OS software package will run efficiently along with the Authority's enforcement software and network infrastructure. Any additional hardware or operating system software requirements must be specified by the Authority.

2.21 MAINTENANCE

The proposer shall state its commitment to support and maintain all items of hardware and hardware software included in its proposals.

2.22 CONFIDENTIALITY

Under the Pennsylvania General Laws, the Authority cannot assure the confidentiality of any material of information which may be submitted by a proposer in response to this RFP. Thus, proposers who choose to submit confidential material or information do so at their own risk.

2.23 RESPONSIBILITY FOR LOSS OR DAMAGE

Vendor will be responsible for the protection of his/her materials, equipment and work. They shall immediately and at their own expense make good any loss or damage due to loss, theft, vandalism or any other cause.

2.24 ASSUMPTION OF LIABILITY/INDEMNIFICATION/INSURANCE

- (a) Except for the gross negligence or willful misconduct of the Authority, Vendor shall indemnify and hold harmless the Authority, its successors and assigns, from and against any and all loss, damage and liability and for any and all claims for damages on account of or by reason of bodily injury, including death, which may be sustained or claimed to be sustained by any person, including employees of vendor, and from and against any and all damages to property, including the property of the Authority, its successors and assigns, caused by or arising out of or claimed to have been caused by or to have arisen out of any act or omission in connection with the Contract or the performance of Time and Attendance Solution, whether or not occasioned by the negligence of the Authority, vendor, or either party's agents, servants or employees. For purposes of enforcing this provision, vendor hereby waives any or all immunities it may have under the Pennsylvania Workers' Compensation Act or otherwise.
- (b) Vendor shall maintain at all times until the termination of the Contract, the following insurance:

TYPE	AMOUNT
Workers Compensation	Statutory (in conformance with Pennsylvania's Worker's Compensation Act)
Commercial General Liability including Bodily Injury and Property Damage	Per Occurrence \$1,000,000
Automotive Property Damage and Bodily Injury	Per Occurrence \$1,000,000
Umbrella Liability	Annual Aggregate \$5,000,000

- (c) Respondent waives all right of subrogation against the Authority, its subsidiaries, agents, officers, directors and employees for recovery of damages to the extent covered by any insurance applicable to the project and will secure appropriate waivers from the insurers providing coverage applicable to the project.
- (d) Insurance will be written through financially responsible companies with an A.M. Best rating of A-VII or better.

- (e) By specifying the above minimum insurance requirements, the Authority does not represent that coverage and limits will necessarily be adequate to protect respondent, and such coverage limits will not be deemed as a limitation of respondent's obligations hereunder.
- (f) Vendor shall at all times, until the termination of the Contract, include the Authority as an "Additional Insured" on the insurance listed in Sections (b) (ii) and (iii) above.

2.25 AUTHORITY'S RIGHT TO TERMINATE CONTRACT.

- (a) The Authority may terminate this Contract upon the occurrence of an event described in Section 2.26 or 2.27, or if Vendor (i) persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials; (ii) fails to make prompt payment to subcontractors for materials or labor in accordance with the respective agreements; (iii) persistently disregard laws, ordinances, or the instructions of the Authority; (iv) is adjudged bankrupt; (v) makes a general assignment of the benefit of his creditors; (vi) becomes insolvent and a receiver should be appointed on account of Vendor's insolvency; or (vii) is otherwise guilty of a substantial breach of any provision of the Contract. Upon the determination of the Authority that any one of the above reasons for termination exists, the Authority may without prejudice to any other right or remedy and after giving Vendor, and his surety, if any, seven day's written notice, terminate the Contract and take possession of the premises and of all materials, tools and appliances thereon and finish any Projects by whatever method the Authority may deem expedient.
- (b) If the unpaid balance of monies due Vendor exceeds the expense to the Authority of finishing the Projects, including, without limitation, damages incurred by the Authority, including compensation for additional, IT or professional consultants, such excess shall be paid to Vendor. If the expense and the amount of any damages incurred through Vendor's default shall exceed the unpaid balance of monies due the Vendor, Vendor shall pay the difference to the Authority within thirty days after notice is given by the Authority that such amounts are due. The obligation to make payment under this section shall survive termination of the Contract.

2.26 REGISTRATION WITH THE CITY FINANCE DEPARTMENT

Vendor shall maintain registration with the Department of Finance of the City of Pittsburgh 412-255-2582, and shall pay all taxes due and owing to the City of Pittsburgh. Vendor understands and agrees that its failure to maintain such registration, pay such taxes shall be a breach of the Contract and entitle the Authority to immediately terminate the Contract. Such termination shall become effective upon Vendor's receipt of written notice from the Authority of such termination.

2.27 MINORITY AND WOMEN BUSINESS PARTICIPATION

The Authority is committed to providing equal employment opportunities to minorities and women and equal opportunities for business growth and development to minority and women entrepreneurs. To that end, the Authority requires that all vendors, contractors and subcontractors performing work for the Authority demonstrate a good faith effort to obtain the participation of minority and women business enterprises in the work to be performed for the Authority and to employ minorities and women during performance of the work. It is the Authority's objective to obtain minority and women's participation in its contracts with the goal being 25% of the contract amount expended for minority participation and 10% of the contract amount expended for women's participation. The Authority promotes the full utilization of subcontracting activities to ensure a successful Minority and Women's Participation Plan. Provide tangible evidence that your organization has made a good faith effort to satisfy these goals by submitting at a minimum, completed MBE/WBE commitment forms attached hereto as **Appendix C**.

2.28 RIGHTS TO SUBMITTED MATERIAL

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by proposers shall become the property of the Authority when received.

Supporting technical manuals will be returned at the request of the vendor. The Authority retains the right to use any or all system ideas presented in any proposal in response to the RFP, whether amended or not. Selection or rejection of any proposal does not affect this right.

2.29 PROPOSALS NOT SELECTED

Non-selection of any proposal will mean that another proposal was deemed to be more advantageous to the Authority or that no proposal was accepted. Proposers whose proposals are not accepted will be so notified. Such notification will be devoid of any criticism of the proposal and of the implication that the proposed hardware was deficient.

SECTION 3.0 - SELECTION PROCESS

The selection of a Mobile Hand Held Ticket Writers and Mobile Ticket Printers to function concurrently with the Authority's Division of Parking Enforcement's software and hardware to serve the Authority's needs is an important and complex task.

To aid in this process, the Authority has appointed a Review Committee comprised of key personnel from the Division of Parking Enforcement, Technology Department and the Department of Project Management.

3.1 REQUESTS FOR PROPOSALS RFP

This RFP is intended to provide interested vendors with uniform information concerning the conditions for submitting proposals. The pre-response conference will be held to clarify any points which may be in question.

In responding to this RFP, vendors shall adhere to the suggested format and use the included forms or reasonable facsimiles thereof. By so doing, comparable objective data will be provided to facilitate the Authority's review and analysis.

3.2 EVALUATION OF RESPONSIBILITY

Members of the Authority's Review Committee will have central responsibility for analyzing and evaluating all proposals submitted in response to this RFP.

3.3 FACTORS OF EVALUATION

Technical hardware and software features, systems and programming support commitments, start-up schedule, convenience and reliability of management information, versatility and flexibility of OS software, including any upgrade and enhancements therein, and cost are all significant factors that will be considered in the evaluation of proposals. The relative importance of these factors involves management judgments and will include both objective and subjective analysis.

Vendors' proposals will be evaluated against the specifications as presented in the RFP. A vendor may or may not be eliminated from consideration for failure to comply completely with one or more of the requirements, depending on the critical nature of the requirements.

Vendors should be ready and able to perform a demonstration of their proposed hardware for the Review Committee.

3.4 REFERENCES

Please include four (4) references whereby your company has done similar type projects where hand held computers are being used.

SECTION 4.0 - CURRENT HAND HELD SOFTWARE ENVIRONMENT

The Public Parking Authority of Pittsburgh Parking Enforcement's E-Ticketing software needs are serviced with use of the following software specification:

GTechna Software Suite: Officer Suite Command Center

GTechna Hand Held Software: MES eTicket Generation 4

All proposed hand held devices must be able to handle the above software platforms and must be tested at the bidder's expense.

NOTICE TO ALL VENDORS

SECTION 5.0 - VENDOR'S PROPOSAL

PLEASE RETURN FIVE (5) COPIES OF SECTION 5 AS YOUR RESPONSE TO THIS RFP

PRIME CONTRACTOR INFORMATION

HEADQUARTERS

NAME: _____

ADDRESS: _____

AUTHORITY: _____

STATE: _____

ZIP CODE: _____

TELEPHONE: _____

LOCAL (REGIONAL SALES) OFFICE

NAME: _____

ADDRESS: _____

AUTHORITY: _____

STATE: _____

ZIP CODE: _____

TELEPHONE: _____

Date proposed type of system first installed for a local
Municipality by prime contractor _____ \ \ _____

Total number installed in local government's _____

Employer Identification Number _____

NOTE: BY SUBMITTING THIS PROPOSAL, THE PROPOSER ATTESTS UNDER THE PENALTIES OF PERJURY, THAT HE OR SHE IS IN COMPLIANCE WITH ALL THE LAWS OF THE STATE OF PENNSYLVANIA RELATING TO TAXES AND THAT HE OR SHE HAS HAD PRIOR EXPERIENCE WITH AUTOMATED HAND HELD TICKET WRITERS AND IS RESPONSIBLE FOR THEIR INSTALLATION AND MAINTENANCE IN THE MUNICIPALITIES LISTED ABOVE.

5.1 VENDOR STAFF SUPPORT

Please list the number of full-time equivalent, non-clerical personnel currently employed by your organization in supporting local government installations in each of the following classifications. Please include sub-contractor personnel as warranted. Do not double count.

<u>CLASSIFICATION</u>	<u>MUNICIPALITY</u>	<u>OTHER</u>
Administrative	_____	_____
Sales/Marketing	_____	_____
Programmer/Analysts	_____	_____
Installation Support	_____	_____
Operator's	_____	_____
Other	_____	_____

5.2 MANAGEMENT SUMMARY

Please provide a brief summary of the proposal, prepared in such a way as to be understandable to individuals at a general management level with no prior experience with computer technology. This summary should contain a brief statement of the salient features of the proposal, including the cost per ticket, type of equipment - all hardware and software, maintenance, size and type of preprinted ticket, conclusions, and general recommendations.

5.3 MOBILE HAND HELD TICKET WRITERS and MOBILE TICKET PRINTERS

Description

The proposed hardware must utilize a portable data entry terminal or hand-held device, a portable ticket printing device (may be incorporated in the device), a bar code scanning device must be incorporated in the device, storage and charging cradles, all transfer wires, standard network infrastructure with interface for uploading and downloading of the data, appropriate software, including communications software that also has the capability of producing management and statistical logging, Cellular capabilities supporting 4 LTE both GMS and CDMA protocols. Touch screen interfaces will be acceptable.

In the proposed hardware, the Enforcement Officer will input the data into the hand-held device by either scanning the vehicle plate, and/or by manually entering the plate data. Hardware will communicate back to enforcement server via cellular communications to verify payment. The ticket will be printed and issued to the violator. At the end of the Enforcement Officer's shifts the real-time data will be transferred from the handheld device automatically across network Wi-Fi to server. The devices therefore must have adequate memory to accept and store this information.

PRIORITY CODES	
MANDATORY	M
PREFERRED	P
OPTIONAL	O

5.3.1 MOBILE HAND HELD TICKET WRITERS and MOBILE TICKET PRINTERS

MOBILE HAND HELD TICKET WRITERS				
Item #	Requirements	Priority	Response	Comments
1	The bidder must be an authorized distributor of the proposed MHHTW unit, authorized directly with the manufacturer of the MHHTW unit for at least the last 4 year. To support this, the bidder must include a letter signed by the manufacturer with his proposal, said letter dated at least 4 years prior to RFP closing date.	M		
2	The proposed MHHTW must be fully compatible with Authority ticket software application created by Group Techna and in production in at least one (1) other municipality.	M		
3	The proposed MHHTW must be none-refurbished and not contain any known defects in material, design and manufacturing.	M		
4	The proposed MHHTW must be designed and manufactured for a life expectancy of at least five (5) years in an environment for public safety organizations.	M		
5	The vendor shall maintain inventory of new parts for replacement for each equipment included in its proposal.	M		
6	The proposed MHHTW should be easily held in one hand.	M		
7	The MHHTW will run under the standard operating Microsoft Windows Mobile or Android 4.2.2	M		
8	The MHHTW must include a backlit integrated TFT display and a ticket-factor that facilitates comfortable one-handed access to all keys for high amounts of data entry.	M		
9	MHHTW must have a battery operation: – Standby up to 800 hours Talk up to 15 hours or more Barcode up to 15 hours or more Continuous use data 10 hours or more Battery charging time: Power on approx. 5 hours or less Power off approx. 5 hours or less 50% charge in approx. 2 hours or less	M		
10	MHHTW battery must be easily replaceable in the field by the officer. (hot swappable)	M		
11	The bidder must provide the original Equipment Manufacturers (OIM's) name and model	M		

	identification for all bid components or an approved equivalent.			
12	Replacements for all hardware components, or their equivalents, must be available for five (5) years from the date of signature for any resulting contract.	M		
13	The MHHTW must include a minimum memory & Storage of; Storage: 16GB up to 64GB additional with card Memory: 1GB	M		
14	The weight of the MHHTW must be less than 1.5 pounds including battery and printer if integrated.	M		
15	There must be a hand strap and shoulder Strap to facilitate holding the unit in one hand. This strap should be easily modified by the user in the field, for a left-handed or right-handed user.	M		
16	There must be a means to attach a shoulder strap to the unit itself.	M		
17	The MHHTW must come with a Stylus	M		
18	The unit must be chargeable by placing in a 4-Bay Battery Charger/ cradle which the officer will return the unit to after their shift.	M		
19	The unit is also chargeable by plugging in an AC adapter or DC adapter in a vehicle. At least 16 car chargers must be included in bid.	M		
20	The system must automatically turn off when not in use for a designated period of time. The system must contain an intrinsic power management system independent to the application software.	M		
21	Battery pack must be rechargeable.	M		
22	It is desirable that the batteries be high capacity Lithium-Ion type.	M		
23	An integrated charge status and low battery indicator must be available for battery level indicator.	M		
24	External, charging cradles must be bid to account for total number of units. The MHHTW is easily set in the cradle. The MHHTW battery will be charged without having to remove the battery or having to plug a wire into the MHHTW.	M		
25	The MHHTW must apply wireless communications using Wi-Fi (IEEE 802.11 b/g/n/ac) technology. It is not necessary for the unit to be in a cradle to apply batch communications.	M		
26	The MHHTW must have an integrated Global Positioning System (GPS 2m CEP50 (±2 to 4m)) technology that enables location based application functionality that is compatible with Authority ticket software created by Group Techna.	M		
27	The MHHTW unit must be equipped with WLAN communications (Wi-Fi 802.11 and CCX v4 certified) technology directly on the motherboard	M		

	without any add-on modules.			
28	The MHHTW unit must be equipped with WWAN (GSM/eGPRS) communications for sending date in “real-time” using a cellular data service provider	M		
29	The MHHTW unit must be equipped with GPS technology directly on the motherboard without any add-on modules. This is for capturing LONGITUDE and LATITUDE coordinates automatically without user intervention and has to be made programmable to street and route locations in accordance with GPS coordinates.	M		
30	The MHHTW unit must be equipped with WPAN (Bluetooth® v4.0 (class 1).	M		
31	Each MHHTW unit is capable of storing and applying a static IP address.	M		
32	The MHHTW unit is supplied with one extra set of high capacity rechargeable batteries.	M		
33	The cost of spare batteries and respective chargers must be bid.	M		
34	The bidder must specify the operating and storage temperatures and humidity. This device will be used both indoors and outdoors in all regions and in all four seasons. A broad temperature and humidity operating and storage range is required.	M		
35	The system unit must be sealed to keep out water, dust and humidity to meet a min. IP65 and IP68 sealed all-weather design – (submersible up to 5’ for 30 minutes)	M		
36	The MHHTW must have military grade USB/serial connector.	M		
37	The system unit should be drop resistant 5 ft. drops to concrete and multiple tumbles.	M		
38	The system unit must meet MIL-STD-810G (shock, vibration, rain, dust, sand, altitude, freeze/thaw, high/low temperature, temperature shock, humidity, explosive atmosphere)	M		
39	It is preferable that OS be Android OS	M		
40	The MHHTW must have Remote Device Management software (SOTI MobiControl v5.).	M		
41	The MHHTW must have a shatter-proof and scratch resistant polycarbonate touch panel and port covers	M		
42	The MHHTW must have either full 56 key alpha/numeric keypad or On-screen QWERTY keyboard due to the use of gloves during harsh weather conditions.	M		
43	The MHHTW must not have any battery bulge to disrupt grip – full capacity battery must be 100% integrated.	M		
44	Capability of calibrating the touch screen in the field without having to return for service.	M		

45	The microprocessor included in the system and its speed must be specified.	M		Microprocessor: Speed:
46	The data is maintained if battery fails.	M		
47	The MHHTW must have the capability of supporting Secure Digital (SD) cards large enough to store plate and ticket transactions equaling 4GB & SDIO having the capability cache ticket transactions in lieu of real time connectivity.	M		
48	The unit contains an integrated Adaptus Imager 5.0 capable of reading various symbologies including 1D/2D barcodes, OCR, postal codes.	M		
49	MHHTW must have camera capabilities of HD webcam and 8MP rear camera with LED light	M		
50	The keypad must be backlit where the light may be switched on or off at user's discretion.	M		
51	The system must be equipped with a backlit or side lit color TFT display with automatic brightness control.	M		
52	The screen must display the ASCH character set.	M		
53	The device should support different fonts on the same menu or screen.	M		
54	The system must have a power saver feature that, when the system is operating on batteries, automatically goes to sleep mode after a configurable period of idle time.	M		
55	The system must have a screen saver/power saver feature that automatically blanks the screen after a configurable period of idle time.	M		
56	It is PPAP's intention of having the selected vendor adhere to a benchmark to within 3 days of receiving notice. At no cost to PPAP, the vendor must send 2 sample units for testing (along with the model number, release and production date, and a data sheet) with Authority ticket software created by Group Techna.	M		

MOBILE TICKET PRINTER				
Item #	System Requirements	Priority	Response	Comments
1	The bidder must be an authorized distributor of the proposed HHC unit, authorized directly with the manufacturer of the mobile ticket printer unit for at least the last 4 years. To support this, the bidder must include a letter signed by the manufacturer with his proposal, said letter dated at least 4 years prior to RFP closing date.	M		
2	The proposed printer must be original and not contain any defects in materials, design and manufacturing, or an approved equivalent.	M		
3	The proposed HHC must be designed and manufactured for a life expectancy of at least five (5) years in an environment for public safety organizations.	M		
4	The vendor shall maintain inventory of new parts for replacement of each equipment included in its proposal.	M		
5	The proposed printer must be direct thermal and fully compatible with the HHC and Authority ticket software application created by Group Techna.	M		
6	The proposed printer must have 16MB DRAM/8MB of Flash memory.	M		
7	The proposed printer must support USB 2.0 functionality for quick file & image transfers.	M		
8	The proposed printer must have a high speed 32 bit processor that can support complex graphics, fonts, applications, and PPAP future wireless protocols.	M		
9	The field printer must have RS232, USB 2.0, and wireless connections.	M		
10	The field printer must support advanced wireless security standards such as 802.11i, VPN, and WPA/WPA2.	M		
11	The field printer must print a maximum width of 2.9"/73.66 mm with the length being user defined on a pre-printed ticket to the user's specifications.	M		
12	The field printer must have a resolution of 203 dpi (8 dots per mm).	M		
13	The field printer must be able to attain printing speeds of 4 inches (101.6 mm) per second.	M		
14	The field printer must have a configurable LCD control panel with 4 control buttons.	M		
15	The field printer's LCD display must have the capability of providing the status of network setting / communications.	M		

16	The field printer must have the capability of it being assigned a unique IP address for monitoring over the network.	M		
17	The bidder must supply thermal ticket rolls that meet or exceed the mobile ticket printer manufacturer's specifications (without voiding the warranty), indicating the annual fees for this in his price proposal. The bidder is to remain fully responsible for the thermal tickets being delivered for the life of this contract with PPAP.	M		
18	The field printer must weigh 1.65 lbs./748 g or less, including its battery pack and paper roll.	M		
19	The field printer must not exceed dimensions of : Width: 4.6"/116.8 mm Depth: 3.1"/78.7 mm Height: 8.0"/203.2 mm	M		
20	The field printer must not exceed ticket media dimensions of: Label/Liner width: 1.25"/31.75 mm to 3.12"/79.2 mm	M		
21	The field printer must be powered by a rechargeable, field-replaceable high capacity lithium-ion battery pack.	M		
22	The field printer must have power and battery management control.	M		
23	It must be possible to recharge the field printer's battery pack by an 110V AC adapter.	M		
24	An optional 12-volt power supply in a vehicle must be available as a separately priced option.	O		
25	The vendor must provide charging devices capable of charging the field printer battery packs.	M		
26	It must be possible to recharge the printer's battery in 4-hours or less from a vehicle cigarette lighter (12V) or standard power outlet (AC).	M		
27	It must be possible to print at least 3,600 inches of paper on a single charge.	M		
28	The field printer must have an operating temperature range of 5° F/-15° C to 122° F/50° C.	M		
29	The field printer must be sealed to keep out water, dust and humidity to meet a minimum of IP54 standards.	M		
30	The printer must be unaffected by humidity.	M		
31	The print head, connectors, and electronics must be protected against moisture.	M		
32	The field printer must be capable of printing in driving rain.	M		
33	The field printer must have rubber-infused	M		

	plastic over-mold design for tough conditions.			
34	The field printer must be able to withstand repeated drops of up to five (5) feet to concrete on all faces and corners.	M		
35	The field printer must use wireless Bluetooth v 2.0 or 802.11 b/g Wi-Fi communications with the HHC.	M		
36	The user must be able to determine the length of the ticket.	M		
37	The printer must accept tickets that are waterproof and tear resistant.	M		
38	The image printed onto the ticket must remain legible and not smear when the ticket becomes wet.	M		
39	The field printer must be capable of printing enlarged, emphasized, and condensed characters; lines, boxes, and rotations; sideways and upside down fonts; and programmable graphics.	M		
40	The field printer must be able to print machine-scannable bar codes, graphics and other characters, such as OCR...	M		
41	The field printer must be able to print OCR characters vertically.	M		
42	The field printer must have a pre-loaded OCR font.	M		
43	The field printer must communicate in printable ASCII characters.	M		
44	It must be possible to easily configure the field printer through a Windows® set-up program.	M		
45	There should be a Windows® driver included.	M		
46	The vendor must offer on-site assistance, if needed, with the installation of equipment provided by the vendor.	M		
47	While on site, if needed, the vendor's installation personnel will provide training to user personnel in the operation and care of the equipment.	M		
48	These services, if requested, will be provided at the vendor's current daily rates for on-site services.	M		
49	The vendor must offer a minimum one (1) year warranty, including print head and high capacity battery.	M		
50	It is PPAP's intention of having the selected vendor adhere to a benchmark to within 3 days of receiving notice. At no cost to PPAP, the vendor must send 2 sample units for testing (along with the model number, release and production date, and a data sheet) with Authority ticket software application created by Group Techna.	M		

TECHNICAL SUPPORT

Item #	System Requirements	Priority	Response	Comments
1	The vendor's maintenance agreement must provide the following services: Preventive maintenance and repairs, including labor and materials, at the vendor's maintenance location for four (4) years; one (1) replacement battery for each HHC and field printer every 12 months. Must be able to provide 10% of units on site permanently; Free firmware upgrades for hardware; Bi-annual visit per 1 year period by vendor representative.	M		
2	Equipment is to be deemed defective by PPAP if the same problem has occurred three (3) times during a period of 6 months. At that time, PPAP will be entitled to request that the equipment be entirely replaced, and is never reused by PPAP for any other project(s).	M		
3	The vendor must describe the expected lifecycle of the proposed equipment and their process regarding i.e. replacement and upgrade of units, trade in and upgrade on units; upgrades on the field printer software. Vendor must demonstrate a process that will enable PPAP to keep up to date and efficient with their field printer units and software.	M		
4	Turnaround time 24 hours for replacement equipment if repair is longer than 24 hour	M		
5	Vendor-paid freight from the maintenance depot using a nationally recognized overnight service such as Federal Express or UPS.	M		
6	Provide Toll-Free 24 hour telephone support 7 days a week.	M		
7	Maximum response time of 2 hours for support calls placed.	M		
9	Provide knowledge transfer and detailed documentation to PPAP's technical support staff so they may provide first level support in an effective and immediate timeframe.	M		
10	Provide all new release software and documentation as part of the annual software support contract for the application and HHC software packages.	M		

11	<p>The successful vendor must provide:</p> <ul style="list-style-type: none"> • All application supporting documentation including the System design, system configuration, specification, in-line source code documentation, user manuals, and technical manuals including how to support the System(s) user guide and other documentation as required; • One hard copy and one electronic copy (PDF) of all documentation to be delivered with the application; • Documentation for user/system controlled security procedures. 	M		
----	--	---	--	--

5.3.2 OTHER PERIPHERAL EQUIPMENT

This section should include all equipment, hardware, carrying cases, recharging racks, etc. that are necessary to the successful implementation of this program. The Authority will need the ability to allow simultaneous connections and update of all the Hand-Held Transfer Wireless Device to the PC. You, the vendor, know what items will make this an all inclusive package for the Authority. Any items deemed needed at a later date but not listed, will be supplied by the successful vendor at no cost to the Authority; therefore it will behoove you to be as complete as possible in your proposal.

5.3.3 HARDWARE MAINTENANCE REQUIREMENTS

<u>REQUIREMENT</u>	INCLUDED IN CURRENT RELEASE YES OR NO	SPECIFICATION(S) (AND/OR COMMENTS)
1) Customer Support (Hotline)	_____	_____
2) On-site consulting available	_____	_____
3) Replacement unit's available	_____	_____
4) RMA process and warranties	_____	_____

5.3.4 CORPORATE QUALIFICATIONS

<u>REQUIREMENT</u>	INCLUDED IN CURRENT RELEASE YES OR NO	SPECIFICATION(S) (AND/OR COMMENTS)
1) Extensive experience within the parking ticket collection industry, especially HHTWDs	_____	_____
2) Vendor provides a "turn-key" system	_____	_____
3) Vendor products designed specifically for writing parking tickets	_____	_____
4) Vendor manufactures its own hardware equipment	_____	_____
5) Vendor manufactures its own software programs	_____	_____

5.4 MANUALS AND PUBLICATIONS

Thirty days (30) after all approvals of the necessary Authority agencies have been obtained, the proposer shall provide at no cost to the Public Parking Authority of Pittsburgh, five (5) copies and one (1) electronic copy of the MHHTW operator’s manual, including ticket printers for each unit purchased. Please list each item to be provided.

UPDATED VERSIONS

The proposer shall notify the Public Parking Authority of Pittsburgh as soon as updated firmware of the MHHTW & MTP becomes available. The Public Parking Authority of Pittsburgh will specify its requirements, if any, for such updates, in numbers not to exceed the initial requirements stated above. Requirements for such updates shall be satisfied promptly.

5.5 OTHER MANUALS AND PUBLICATIONS

List any other materials which could be considered helpful to the user.

ITEM

APPENDIX A

BID GUARANTY
(See Attached)

BID GUARANTY

We attach hereto Bid Bond, Certified Check, Bank Draft or Letter of Credit in the amount required by the specifications.

THIS PROPOSAL IS FAIR IN EVERY RESPECT AND NO OFFICER OF THE AUTHORITY OF PITTSBURGH IS DIRECTLY OR INDIRECTLY INTERESTED IN SAID PROPOSAL, OR IN THE WORK TO WHICH IT RELATES, OR IN ANY PORTION OF THE PROFITS, excluding profits which may accrue as a stockholder, provided that as such stockholder he does not have supervision, control, or direction of said corporation and that he did not participate in the calculation, submission or preparation of this bid.

THIS PROPOSAL IS TENDERED BY (A) (AN) CORPORATION _____
PARTNERSHIP _____
INDIVIDUAL _____

PARTNERS _____

CONSTITUTING _____ PARTNERSHIP

INCORPORATED IN WHAT STATE, IF CORPORATION?

IF FOREIGN CORPORATION, STATE IF AUTHORIZED TO DO BUSINESS IN PENNSYLVANIA STATE _____

<u>* CORPORATE OFFICERS' NAMES</u>	<u>TITLES</u>	<u>ADDRESSES</u>
_____	_____	_____
_____	_____	_____

<u>* PRINCIPAL STOCK HOLDERS</u>			
<u>NAMES</u>	<u>ADDRESSES</u>	<u>NAMES</u>	<u>ADDRESSES</u>
_____	_____	_____	_____
_____	_____	_____	_____

* Note: This information is not required from nationally known corporations.

APPENDIX B

NON-COLLUSION CERTIFICATION

(See Attached)

NON-COLLUSION CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certificates, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit a bid for the purpose of restricting competition.

FIRM OR CORPORATION NAME _____

PRINCIPAL ADDRESS _____
STREET

_____ AUTHORITY STATE ZIP CODE

SIGNATURE OF INDIVIDUAL, PARTNERS OR OFFICERS

TITLE (TYPE OR PRINT NAME ABOVE)

TITLE (TYPE OR PRINT NAME ABOVE)

APPENDIX C

MINORITY AND WOMEN PARTICAPATION FORMS
(See attached)

SOLICITATION FOR PARTICIPATION AND COMMITMENT FORMS

MBE/WBE SOLICITATION STATEMENT

RESPONDENT: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

PROPOSAL FOR: _____

List Certified MBE/WBE that you have solicited and those you have commitments to in reference to your Proposal.

Company Name & Certification	Address	Telephone	M B E	W B E	Contact Person	Date Contacted		Type of Transaction	
						Mail	Phone	Joint Venture	Sub-Contractor

Prepared by: _____

