TOWN OF OCEAN CITY

PROCUREMENT DEPARTMENT

PROPOSAL DOCUMENTS

FOR

PARKING MANAGEMENT SYSTEM

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<th><strong>THIS SPACE FOR DEPARTMENT USE</strong></th>
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<tr>
<td><strong>Pre-Proposal Meeting Date &amp; Time:</strong> 1:00 p.m. on Tuesday, August 15, 2017</td>
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<tr>
<td><strong>Pre-Proposal Meeting Location:</strong> 204 65th Street, Bldg. E, Ocean City, MD 21842</td>
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<td><strong>Last Day for Questions:</strong> Noon on Monday, August 21, 2017</td>
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<tr>
<td><strong>Proposal Due Date &amp; Time:</strong> 4:30 pm on Monday, September 25, 2017</td>
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<td><strong>Proposal Due Location:</strong> 301 N. Baltimore Avenue, Attn: City Manager; Room 230, Ocean City, MD 21842</td>
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<tr>
<td><strong>Proposal Opening Date &amp; Time:</strong> 1:00 p.m. on Tuesday, September 26th, 2017</td>
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<td><strong>Proposal Opening Location:</strong> 301 N. Baltimore Avenue, Ocean City, MD 21842, Council Chambers</td>
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SECTION I: INTRODUCTION

1. PURPOSE

1.1. The purpose of this Request for Proposal is for the Town of Ocean City (“Town”) to contract for a Parking Management System (“System”) and for said System to be in conformity with the requirements contained herein (“Proposal Document(s)”).

2. CLARIFICATION OF TERMS

2.1. Professional firms, organizations, or individuals that submit a solicitation for award of a contract (“Contract”) are referred to as vendors (“Vendors”) in this Proposal Document. The Vendor that is awarded the Contract is herein referred to as the (“Successful Vendor”).

3. QUESTIONS AND INQUIRIES

3.1. For information regarding Proposal Documents and solicitation requirements, please contact Catrice Parsons at cparsons@oceancitymd.gov or call 410-723-6647.

3.2. Copies of the Proposal Documents are available on the Town’s website or by calling (410) 723-6643 during normal business hours.

4. FILLING OUT PROPOSAL DOCUMENTS

4.1. Use only forms supplied by the Town.

4.2. Submit one unbound original and seven (7) bound copies.

4.3. All blanks on the Proposal Documents will need to be filled in electronically or manually in ink.

4.4. Where so indicated by the make-up of the Proposal Documents, sums will be expressed in both words and figures, and in the case of a discrepancy between the two, the amount written in words will govern. In the event there is a discrepancy between the unit price and the extended totals, the unit prices will govern.

4.5. Any interlineation, alteration, or erasure will be initialed by the signer of the Proposal Documents.

4.6. Each copy of the Proposal Documents will be signed by the person(s) legally authorized to bind the Vendor to a contract, using the legal name of the signer. Proposal Documents submitted by an agent will have a current Power of Attorney attached certifying the agent’s authority to bind the Vendor.

4.7. Vendor will supply all information and submittals required by the Proposal Documents to constitute a proper and responsible “Completed Proposal Document” package.

4.8. Any ambiguity in the Proposal Documents as a result of omission, error, lack of clarity or non-compliance by the Vendor with specifications, instructions, and/or all conditions of bidding will be construed in the light most favorable to the Town.

5. SUBMISSION OF PROPOSAL DOCUMENTS

5.1. All copies of the Proposal Documents and any other documents required to be submitted with the Proposal Documents will be enclosed in a sealed envelope. The envelope will be addressed to the Town of Ocean City, Attn: City Manager, 301 N. Baltimore Avenue, Room 230, Ocean City, MD 21842 and will be identified with the Work name: PARKING MANAGEMENT SYSTEM and the Vendor’s name and address. If the Proposal Documents are sent by mail, the sealed envelope will be enclosed in a separate mailing envelope with the notation “SEALED PROPOSAL DOCUMENTS ENCLODED-PARKING MANAGEMENT SYSTEM” on the face thereof.

5.1.1. Sealed Proposal Documents are due no later than Monday, September 25, 2017 by 4:30 p.m. and will be recognized into record and remanded to staff for further review at the Mayor and City Council Work Session held on Tuesday, September 26, 2017 at 1:00 p.m. Proposals are to be submitted to Town of Ocean City, Attn: City Manager, 301 N. Baltimore Avenue Room 230, Ocean City, MD 21842.

5.2. Proposal Documents will be deposited at the designated location prior to the time and date for receipt of Proposal Documents as indicated in the Advertisement and this Request for Proposal, or any extension made by Addendum. Proposal Documents received after the time and date for receipt will be returned unopened.

5.3. Vendor will assume full responsibility for taking whatever measures necessary to ensure that the Proposal Documents reach the Town’s office prior to the local time and date specified for receipt of Proposal...
Documents. The Town will NOT BE RESPONSIBLE for any Proposal Document delayed in the postal or other delivery service nor any late Proposal Document, amendment, or request for withdrawal of Proposal Document, received after the Proposal Document submission date.

5.4. Vendors, or their authorized agents, are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting Proposal Documents; failure to do so will be at the Vendor’s own risk.

5.5. A fully executed Affidavit of Qualification to Proposal will be attached to each Proposal Document.

5.6. MINORITY VENDORS ARE ENCOURAGED TO PARTICIPATE.

5.7. All Vendor submitted Proposal Documents will be valid for a minimum of one hundred and twenty (120) days from the date of Proposal Document opening. Vendors cannot withdraw their Proposal Documents within one hundred and twenty (120) days after the Proposal Opening Date.

5.8. Email or faxed Proposal Documents will not be accepted.

6. RECOGNITION OF PROPOSAL DOCUMENTS

6.1. Proposal Documents received on time will be recognized by Mayor & City Council by reading Vendor names into record and remanding to staff for further review.

6.2. The Contract will be awarded or all Proposal Documents will be rejected within one hundred twenty (120) days from the date of the Proposal Document opening.

7. ACCEPTANCE OR REJECTION OF PROPOSAL DOCUMENTS

7.1. Unless otherwise specified, the Contract will be awarded to the highest scoring RESPONSIBLE and RESPONSIVE Vendor complying with the provisions of the Proposal Documents, provided the Proposal is reasonable and it is in the best interest of the Town to accept it. The Town reserves the right to reject the Proposal Documents of any Vendor who has previously failed to perform properly in any way or complete on time contracts of a similar nature; or a Proposal Document from a Vendor who, investigation shows, is not in a position to perform the Contract; or Proposal Documents from any person, firm, or corporation which is in arrears or in default to the Town for any debt or contract.

7.2. Completed Proposal Documents from Vendors debarred from doing business with the State of Maryland or the Federal Government will not be accepted.

7.3. Conditional or qualified Proposals will not be accepted.

7.4. In determining a Vendor’s RESPONSIBILITY, the Town may consider the following qualifications to determine best value:

7.4.1. Ability, capacity, and skill to provide the commodities or services required within the specified time, including future maintenance and service, and including current financial statement or other evidence of pecuniary resources and necessary facilities.

7.4.2. Character, integrity, reputation, experience and efficiency.

7.4.3. A minimum of five (5) years providing the goods/services described in this Proposal Document under the Vendor name that is submitting a Completed Proposal Document, with references to validate this requirement.

7.4.4. Quality of past performance on previous or existing contracts, including a list of current and past contracts and other evidence of performance ability.

7.4.5. Previous and existing compliance with laws and ordinances relating to contracts with the Town and to the Vendor’s employment practices.

7.4.6. Evidence of adequate insurance to comply with Contract terms and conditions.

7.4.7. Statement of current work load and capacity to perform/provide the Goods and/or Services.

7.4.8. Explanation of methods to be used in fulfilling the Contract.

7.4.9. The Vendor, if requested, will be prepared to supply evidence of its qualifications, listed above, and its capacity to provide/perform the Goods and/or Services; such evidence to be supplied within a specified time and to the satisfaction of the Town.

7.5. In determining a Vendor’s RESPONSIVENESS, the Town will consider whether the Proposal Document conforms in all material respects to the Proposal Documents. The Town reserves the right to waive any irregularities that may be in its best interest to do so.

7.6. The Town will have the right to reject any and all Proposal Documents, where applicable to accept in whole or in part, to add or delete quantities, to waive any informalities or irregularities in the Proposal Document received, to reject a Proposal Document not accompanied by required Proposal security or
other data required by the Proposal Documents, and to accept or reject any Proposal Document which deviates from specifications when in the best interest of the Town. Irrespective of any of the foregoing, the Town will have the right to award the Contract in its own best interests.

8. NOTICE TO VENDORS

8.1. Before a Vendor submits the Proposal Documents it will need to become fully informed as to the extent and character of the System requirements and are expected to completely familiarize themselves with the requirements of this Proposal Document’s specifications including examination of site, review of drawings, if included, and any Addenda. Failure to do so will not relieve the Vendor of the responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or the work to be performed, it being understood that the submission of a Proposal Document is an agreement with all of the items and conditions referred to herein.

8.2. The Successful Vendor will supply the names and addresses of major material suppliers and subcontractors when requested to do so by the Town.

9. PRE-PROPOSAL MEETING

9.1. A pre-Proposal meeting will be held at in the Public Works Building E Conference Room on Tuesday, August 15, 2017 at 1:00 pm, located at 204 65th Street, Bldg. E, Ocean City, MD 21842 for any questions concerning the Proposal Documents.

END OF SECTION
SECTION II: GENERAL INFORMATION

1. ECONOMY OF PROPOSAL DOCUMENTS

1.1. Proposal Documents will be prepared simply and economically, providing straightforward and concise description of the Vendor’s capabilities to satisfy the requirements of the Proposal Documents. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective Proposal Document are neither required nor desired.

2. RESPONSIBILITIES OF THE VENDOR

2.1. The Vendor will be responsible for the professional quality and technical accuracy of their advice and other Work furnished in the Proposal Documents. The Vendor will perform the System with the degree of skill that is normally exercised by recognized professionals as the Standard of Care with respect to Systems of a similar nature.

2.2. Neither the Town’s review, approval or acceptance of, nor receipt of payment for any of the work/services required under the awarded Contract will be construed to operate as a waiver of any rights under the Contract or any cause of action arising out of the performance of the Contract, and the Vendor will be liable to the Town in accordance with applicable law for all damages to the Town caused by the Vendor’s negligent performance of the Contract.

2.3. The rights of the Town provided for under the awarded Contract are in addition to any rights and remedies provided by law.

3. PROPRIETARY INFORMATION OR TRADE SECRETS

3.1. The Vendor may invoke proprietary information or trade secret protection for submission of any data/material by (1) identifying the data/material in a written description, (2) clearly marking the data/material as proprietary, and (3) providing a written statement detailing the reasons why protection is necessary. The Town reserves the right to ask for additional clarification prior to establishing protection.

4. OWNERSHIP OF MATERIALS

4.1. Ownership of all material and documentation originated and prepared pursuant to the Proposal Documents will belong exclusively to the Town and is subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted by a Vendor in connection with a procurement transaction will not be subject to disclosure under the Freedom of Information Act. However, the Vendor must invoke the protections of this section and be in accordance with Section 3.1.

5. CONTRACT AWARD

5.1. A written award by the Town to the Successful Vendor in the form of a contract document will result in a binding Contract. If the Successful Vendor fails or refuses to sign and deliver the Contract and the required insurance documentation, the Town will have the right to award to the next highest scoring responsible and responsive Vendor. The Successful Vendor will be required to execute the Contract within fourteen (14) calendar days from the date on the Notice of Award letter. The Town will send the Contract with the Notice of Award letter.

5.2. Proposal Documents and Contracts issued by the Town will bind the Vendor to applicable conditions and requirements herein set forth, unless otherwise specified in the Proposal Documents, and are subject to all federal, state, and municipal laws, rules, regulations, and limitations.

5.3. Town personal property taxes (“Taxes”) must be on a current basis; if any such Taxes are delinquent, they must be paid before award of Contract. Failure to pay will result in the award of Contract to another Vendor.

5.4. The Town reserves the right to engage in individual discussions and interviews with those Vendors deemed fully qualified, responsible, suitable and professionally competent to provide the required work/services should the work/service size warrant it. Vendors will be encouraged to elaborate on their qualifications, performance data, and staff expertise. Proprietary information from competing Vendors will not be disclosed to the public or to competitors.
5.5. The Town will enter into negotiations for best and final offers with one or more vendors based on Vendor’s Completed Proposal Documents and the Evaluation and Selection Process prior to awarding any Contract, if the Town deems it necessary to make an award. The award of any Contract will solely be for the benefit of the Town.

6. AUDIT

6.1. The Successful Vendor agrees to retain all books, records, and other documents relative to the awarded Contract for five (5) years after final payment, or until audited. The Town, its authorized agents, and/or State auditors will have full access to and the right to examine any of said materials during said period.

7. NONPERFORMANCE

7.1. The Town reserves the right to inspect all operations and to withhold Services for any goods not performed or not performed in accordance with the specifications in this Proposal Document. Errors, omissions or mistakes in performance will be corrected at no cost to the Town. Failure to do so will be cause for Cancelling the Contract. In addition, if deficiencies are not corrected in a timely manner, the Town may characterize the Successful Vendor as uncooperative, which may jeopardize future solicitations.

8. MODIFICATION OR WITHDRAWAL OF PROPOSAL DOCUMENTS

8.1. A Proposal Document may not be modified, withdrawn, or cancelled by the Vendor during the stipulated time period following the time and date designated for the receipt of Proposal Documents, and each Vendor so agrees in submitting Proposal Documents.

9. DEFAULT

9.1. The Contract may be cancelled or annulled by the Town in whole or in part by written notice of default to the Successful Vendor upon non-performance, violation of Contract terms, delivery failure, bankruptcy or insolvency, any violation of state or local laws, or the making of an assignment for the benefit of creditors. An award may then be made to the next most highly rated Vendor, or when time is of the essence, similar commodities and/or service may be purchased on the open market. In either event, the defaulting Vendor (or its surety) will be liable to the Town for cost to the Town in excess of the defaulted Contract price.

9.2. If the Vendor defaults under any of the Contract’s terms, the Town will give to the Vendor a written notice of the default (“Cure Notice”). The Vendor will have seven (7) days after receipt of the Cure Notice to cure the default. If the Vendor fails to cure the default within the time period, the Town may exercise those remedies granted under this Proposal Document or applicable law.

10. COLLUSION/FINANCIAL BENEFIT

10.1. The Vendor certifies that its Completed Proposal Document is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a Proposal Document for the same work/services; without prior knowledge of competitive prices; and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

10.2. Upon signing the Proposal Document, Vendor certifies that no member of the governing body of the Town, or members of his/her immediate family, including spouse, parents or children, or any other officer or employee of the Town, or any member or employee of a Commission, Board, or Corporation controlled or appointed by the Mayor or Council has received or has been promised, directly or indirectly, any financial benefit, related to this Proposal Document and subsequent Contract.

11. TAX EXEMPTION

11.1. The Town is exempt from Federal Excise Taxes, Maryland Sales and Use Taxes, and Transportation Taxes. This exemption cannot be used by Vendors doing business with the Town. Vendors are responsible for State Sales Tax of real property furnished and installed or constructed for the Town.

12. EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

12.1. All Vendors are subject to, and must comply with, the provisions of all applicable state and federal anti-discrimination laws. The Town encourages equal employment opportunity to businesses owned and controlled by minorities and women.

12.2. The Successful Vendor will not discriminate against any employee or applicant for employment or any member of the public because of race, color, creed, religion, national origin, sex, sexual preference, disability, marital status, age; or otherwise commit an unfair employment practice. Vendor further agrees that this nondiscriminatory agreement will be incorporated by the Vendor in all contracts entered
into with suppliers of commodities and services, contractors and subcontractors, and all labor organizations furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor or services in connection with the Contract.

13. STATUS OF VENDOR
13.1. The Vendor will be responsible to the Town for acts and omissions of their employees, subcontractors, and their agents and employees, and other persons performing portions of the work/services under the Contract or other arrangement with the Vendor.
13.2. It is understood that the relationship of Vendor to the Town will be that of an “Independent Contractor.” Nothing contained herein will be deemed or construed to (1) make the Vendor the agent, servant, or employee of the Town, or (2) create any partnership, joint venture, or other association between the Town and the Vendor.

14. APPLICABLE LAWS
14.1. Vendor will observe and comply with all applicable federal, state, and local laws and regulations in the performance of the Contract. The Contract will be construed and interpreted in accordance with the laws of the State of Maryland and all questions of performance hereunder will be determined in accordance with such laws.

15. SUSPENSION OR TERMINATION FOR CONVENIENCE
15.1. The Town will have the right, at any time by written notice, for its convenience, to suspend the work/services for such time as may be determined by the Town to be necessary or desirable up to ninety (90) days, unless a longer time is agreed upon in writing by both parties; and thereafter, to require resumption of the whole or any part of the work/services without invalidating the provisions of the Contract.
15.2. The Town will have the right, at any time by written notice, for its convenience, to terminate the work/services in whole or in part.
15.3. Any notice issued pursuant to Sections 15.1 and/or 15.2 will state the extent and effective date of such notice, except as otherwise directed, the Vendor will stop work/services on the date of receipt of the Notice of Termination or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities, except as necessary for the completion of such portion of the work/services not terminated.
15.4. The Vendor will not be paid on account of loss of anticipated profits or revenues or for work/services not completed prior to the date of termination of the Contract.

16. TERMINATION FOR CAUSE
16.1. Either party may terminate the Contract in the event the other party has materially breached or defaulted in the performance of any of its obligations hereunder, and such default has continued for thirty (30) days after written notice thereof was provided to the breaching party by the non-breaching party. Any termination will become effective at the end of such thirty (30) day period unless the breaching party has cured any such breach or default prior to the expiration of such period. If a party defaults under any of the Contract’s terms, the non-defaulting party will give the defaulting party a written notice of the default. The defaulting party has ten (10) business days after receipt of this notice to cure the default. If the defaulting party fails to cure the default within this time period the non-defaulting party may exercise those remedies granted under the Contract or applicable law. Notwithstanding the above, in the case of a failure to pay any amount due hereunder the period for cure of any such default following notice thereof will be ten (10) days and, unless payment is made within such period, the termination will become effective at the end of such period.

17. ADDENDUM
17.1. No oral statements of any person will modify or otherwise affect or interpret the meaning of the Contract specifications, or the terms, conditions, or other portions of the Contract. All modifications and every request for any interpretation must be addressed to the Town of Ocean City’s Procurement Manager and to be given consideration, must be received by noon on the last day for questions.
17.2. Any and all interpretations, corrections, revisions, and amendments will be issued by the Procurement Manager to all holders of Proposal Documents in the form of written addenda. Vendors are cautioned that any oral statements made by any Town employee that materially change any portion
of the Proposal Documents will not be relied upon unless subsequently ratified by a formal written amendment to the Proposal Document.

17.3. All addenda will be issued so as to be received at least five (5) days prior to the time set for receipt of Proposal Documents, and will become part of the Contract and will be acknowledged in the Proposal Document form. Failure of any Vendor to receive any such addenda will not relieve said Vendor from any obligation under the Proposal Document as submitted.

17.4. Vendors are cautioned to refrain from including in their Proposal Document any substitutions which are not confirmed by written addenda. To find out whether the Town intends to issue an amendment reflecting an oral statement made by any employee, contact the Town of Ocean City’s Procurement Manager during normal business hours.

17.5. The Town of Ocean City’s Procurement Manager reserves the right to postpone the Proposal Document recognition for any major changes occurring in the 5-day interim which would otherwise necessitate an Addendum.

18. INSURANCE REQUIREMENTS

18.1. Unless otherwise required by Special Conditions for this Agreement, the Vendor will be required to purchase and maintain during the life of the Agreement the following types and amounts of insurance (minimum).

18.1.1. Commercial General Liability: $1,000,000 (One million dollars) per occurrence $2,000,000 (Two million dollars) aggregate for bodily injury and property damage.

18.1.2. Professional Liability: $1,000,000 (One million dollars) per claim.

18.1.3. Commercial Automobile: $1,000,000 (One million dollars) combined single limit per accident for bodily injury and property damage. Including hired, non-ownership coverage and owned vehicle coverage if company owns a vehicle.

18.1.4. As mandated by the Code of the State of Maryland and Employer’s Liability the Vendor will be required to provide Worker’s Compensation Insurance.

18.2. The Vendor will provide the Town with certificates of insurance evidencing the coverage required above. Such certificates will provide that the Town be given at least thirty (30) days prior written notice of cancellation of, intention to not renew, or material change in such coverage. Vendor will provide certificates of insurance before commencing Work in conjunction with this Agreement.

18.3. Failure to provide and continue in force such insurance as required above, will be deemed a material breach of the Agreement, will cause the Vendor to be in DEFAULT, and will operate as an immediate termination thereof. The Town reserves the right to require higher limits on any Agreement. A thirty (30) day notice in writing of cancellation or non-renewal will be furnished by certified mail to the Procurement Manager at the address listed in solicitation. The Vendor agrees to be responsible for, indemnify, defend and hold harmless the Town, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen in connection with the Goods and/or Services performed under this Agreement including, but not limited to, claims under the Worker’s Compensation Act.

18.3.1. ON THE COMMERCIAL GENERAL LIABILITY POLICY THE TOWN MUST BE NAMED AS ADDITIONAL INSURED AND THE INSURANCE CERTIFICATE FURNISHED TO THE TOWN WILL INDICATE SUCH COVERAGE.

18.3.2. THE PROVIDING OF ANY INSURANCE REQUIRED HEREIN DOES NOT RELIEVE THE VENDOR OF ANY OF THE RESPONSIBILITIES OR OBLIGATIONS ASSUMED BY THE CONSULTANT IN THIS AGREEMENT, OR FOR WHICH THE VENDOR MAY BE LIABLE BY LAW OR OTHERWISE.

19. ASSIGNMENTS

19.1. Neither the Successful Vendor nor the Town will sell, transfer, assign, or otherwise dispose of the Contract or any portion thereof, or of its right, title, or interest therein, or its obligations thereunder, without the written consent of the other party.

20. INDEMNIFICATION

20.1. The Successful Vendor will indemnify and hold harmless the Town and their agents and employees from and against all claims, damages, losses and expenses including attorney’s fees arising out of or resulting from the performance of the work/services provided that any such claims, damage, loss or
expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom; and caused in whole or in part by any negligent or willful act or omission of the Successful Vendor, and subcontractor or, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation will not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Successful Vendor or any subcontractor or under workmen’s compensation acts, disability benefit acts or other employee benefits acts.

21. SUBCONTRACTORING
21.1. The Successful Vendor may utilize the services of specialty subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors.
21.2. The Successful Vendor will not award work/services to subcontractors, in excess of fifty (50%) percent of the Contract, without prior written approval of the Town.
21.3. The Successful Vendor will be fully responsible to the Town for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.
21.4. The Successful Vendor will cause appropriate provisions to be inserted in all subcontractors relative to the work to bind subcontractors to the Successful Vendor by the terms of the Proposal Documents insofar as applicable to the work of subcontractors and to give the Successful Vendor the same power as regards terminating any subcontractor that the Town may exercise over the Successful Vendor under any provision of the Proposal Documents.
21.5. Nothing contained in the Contract will create any contractual relation between any subcontractor or and the Town.

22. CONTRACT CHANGES
22.1. NO CLAIMS may be made by anyone that the scope of the project or that the Vendor’s Goods and/or Services have been changed (requiring changes to the amount of compensation to the Vendor or other adjustments to the Contract) UNLESS such changes or adjustments have been made by an approved WRITTEN AMENDMENT (Change Order) to the Contract signed by the Procurement Manager (and the Town Council, if required), prior to additional Goods and/or Services being initiated. Extra Goods and/or Services performed without prior, approved, written authority will be considered as unauthorized and at the expense of the Vendor.
22.2. NO ORAL conversations, agreements, discussions, or suggestions, which involve changes to the scope of the Contract, made by anyone including any Town employee, will be honored or valid. No written agreements or changes to the scope of the Contract made by anyone other than the Procurement Manager (with Town Council approval, if required) will be honored or valid.
22.3. If any Change Order in the Goods and/or Services results in a reduction in the Goods and/or Services, the Vendor will neither have, nor assert any claim for, nor be entitled to any additional compensation for damages or for loss of anticipated profits on Goods and/or Services that are eliminated.

23. AVAILABILITY OF FUNDING
23.1. Any resulting Agreement, Contract, or issuance of Purchase Orders is contingent upon the availability of funding and allocation of City funds. The City may cancel any Agreement, Contract, or Purchase Order immediately, by giving written notice to the Contractor, in the case of a reduction or elimination of funds or funding for any project, commodity or service.

24. FORCE MAJEURE
24.1. Neither party will be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental action of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

25. DEBRIEFING PROCESS
25.1. Unsuccessful Vendors, upon request and that responded to a request for proposal or an invitation for bid, will be provided a Vendor debriefing regarding the reasons that the proposal or bid submitted by the unsuccessful Vendor was not awarded the solicitation. The debriefing may occur five (5) business days after the vendor request but prior to contract signatures.
25.2. The Procurement Department will hold one debriefing meeting with all vendors who requested such.

26. PROTESTS
26.1. To ensure fairness to all vendors and to promote open competition, the Town will actively follow-up and be consistent in responding to a vendor’s protest concerning contract awards.

26.1.1. The vendor will submit to the Procurement Manager a written request for a protest meeting which will be received by the Procurement Department within 14 consecutive calendar days from the date of the contract award. The vendor’s letter will contain specific reasons and any supporting documentation for the reasons, describing why they have a concern with the award. If the letter does not contain this information, or if the Procurement Manager determines that a meeting would serve no useful purpose, then the Procurement Manager may, within 10 consecutive calendar days from the date of receipt of the letter, respond in writing to the vendor and refuse the protest meeting request. Otherwise, the Procurement Manager must notify the protesting vendor within the 10 calendar day period that a protest meeting will be scheduled.

26.1.2. If the protest meeting is granted, the Procurement Manager will attempt to schedule the meeting within 10 consecutive calendar days after receipt of the letter, or as soon as possible thereafter. Within 10 consecutive calendar days from the date of the protest meeting, the Procurement Manager will respond to the vendor in writing with the decision.

27. FEDERAL TAX IDENTIFICATION NUMBER.

27.1. All Vendors must furnish upon request a federal tax identification number to the Town. Failure to provide this information could result in invoice payments being withheld.

28. BID RESULTS

28.1. Only bidders who receive awards will be notified of bid results; unsuccessful bidders will not be notified. Unsuccessful Vendors can visit the Town’s website to see whom solicitations were awarded to.

29. CONFORMANCE TO PROPOSAL REQUIREMENTS

29.1. Proposals must conform to the requirements of the Request for Proposal. Unless otherwise specified, all items solicitation must be new, unused and not remanufactured in any way. Proposal prices must be for the unit indicated on the Price Sheet. Proposal prices must also reflect consideration of all terms and conditions contained in the Request for Proposal. Failure to comply with all requirements may result in proposal rejection.

30. PRODUCT IDENTIFICATION

30.1. Vendors must clearly identify all products bid unless the products bid on are already specified in the Form of Proposal with Price Sheet. The Town reserves the right to reject any solicitation when the product information submitted with the solicitation is incomplete.

31. DELIVERY

31.1. Delivery time must be shown in number of calendar days after receipt of order.

32. NEGOTIATIONS

32.1. The Town may commence serial negotiations with the highest ranked Vendor or commence simultaneous negotiations with all eligible Vendors. The Town may negotiate:

32.1.1. The statement of work;

32.1.2. The Contract price as it is affected by negotiating the statement of Work; and

32.1.3. Any other terms and conditions determined by the Town in its sole discretion to be reasonably related to those expressly authorized for negotiation.

32.1.4. Terms and conditions within the sample contract that are unrelated to the statement of work or Contract price may be negotiated after award, but before legal review or execution of the Contract. If a successful contract cannot be negotiated in a timely manner after award, the Town may conclude contract negotiations and rescind its award to that Vendor and return to the most recent Proposal Document stage to negotiate with another Vendor for award.

33. CASH DISCOUNTS

33.1. Cash discounts will not be considered for award purposes unless stated in the solicitation documents.

34. PAYMENT

34.1. Solicitations which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.

35. INVESTIGATION OF REFERENCES AND CONSIDERATION OF PAST PERFORMANCES

35.1. The Town reserves the right to investigate the references and the past performance of any Vendor, including but not limited to the Vendor’s performance of similar services, compliance with specifications
and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers and Vendor so agrees to the aforementioned by listing references. The Town may postpone the award or execution of the contract after the announcement of the apparent Successful Vendor in order to complete its investigation and may take the results of its investigation into account when conducting evaluations. The Town reserves the right to reject any Completed Proposal Document or to reject all Completed Proposal Documents at any time prior to the Town’s execution of contract if it is determined to be in the best interest of the Town to do so.

36. PROPOSALS ARE OFFERS
36.1. The Proposal is the Vendor’s offer to enter into a Contract pursuant to the terms and conditions specified in the Request for Proposal, its Exhibits, and Addenda. The offer is binding on the Vendor for one hundred twenty (120) days. The Town’s award of the Contract constitutes acceptance of the offer and binds the Vendor. The Vendor must be a complete offer and fully Responsive to the Request for Proposal.

37. CONTINGENT PROPOSALS
37.1. Vendor will not make its Completed Proposal Document contingent upon the Town’s acceptance of specifications or contract terms that conflict with or are in addition to those in the Request for Proposal, its Exhibits, or Addenda.

38. REPRESENTATIONS AND WARRANTIES
38.1. Vendor represents and warrants that (1) Vendor has the power and authority to enter into and perform this Contract; (2) The individual signing for Vendor is authorized to execute this Contract on behalf of Vendor; (3) The Contract, when executed and delivered, will be a valid and binding obligation of Vendor, enforceable in accordance with its terms; (4) The work under the Contract will be performed in a good and workmanlike manner and in accordance with the highest professional standards; (5) Vendor will, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the work; and (6) Vendor’s name, as it appears in this Contract, is Vendor’s legal name, as it will appear in the Vendor’s W-9, and if Vendor is an entity rather than an individual that the entity named in the Contract is validly existing and in good standing. The warranties set forth in this Section are in addition to, and not in lieu of, any other warranties provided.

39. CONFLICT OF INTEREST
39.1. Vendor covenants that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner with or prohibit Vendor’s full performance of the Contract. Vendor also covenants that in the performance of the Contract no person having any such interest will be employed. Vendor further covenants that its performance of the Contract will not cause any employee of the Town to violate the Town’s Conflict of Interest Policy.

40. WARRANTIES
40.1. Unless otherwise stated, all equipment will be new and current models and will carry full factory warranties. Vendor warrants all goods delivered to be free from defects in labor, material, and manufacture and to be in compliance with solicitation specifications. All implied or express warranty provisions of the Uniform Commercial Code are incorporated in the Contract. All warranties will run to the Town.

41. INSPECTIONS
41.1. Goods furnished under the Contract will be subject to inspection and test by the Town at times and places determined by it. If the Town finds goods furnished to be incomplete or not in compliance with solicitation specifications, the Town may reject the goods and require Vendor to either correct them without charge or deliver them at a reduced price. If Vendor is unable or refuses to correct such goods within a time deemed reasonable by the Town, the Town may cancel the order in whole or in part.

42. NO THIRD PARTY BENEFICIARIES
42.1. The Town and Vendor are the only parties to the Contract and are the only parties entitled to enforce its terms. Nothing in the Contract gives, is intended to give, or will be construed to give any benefit or right, whether directly or indirectly, to third persons unless such persons are individually identified by name and expressly described in the Contract as intended beneficiaries.

43. TIME IS OF THE ESSENCE
43.1. Vendor agrees that time is of the essence under the Contract.
44. FOREIGN VENDOR
   44.1. If Vendor is not domiciled or registered to do business in the State of Maryland, Vendor will demonstrate
   its legal capacity to perform these services in the State of Maryland prior to entering into a Contract.

45. ATTACHMENTS
   45.1. All attachments, addenda, schedules and exhibits which are referred to in the Contract are incorporated
   in the Contract.

46. MERGER
   46.1. THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO
   UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED IN THE
   CONTRACT REGARDING THE CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THE
   CONTRACT WILL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH
   AMENDMENT, CONSENT, OR WAIVER WILL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE
   SPECIFIC PURPOSE GIVEN. VENDOR, BY THE SIGNATURE TO THIS CONTRACT OF ITS AUTHORIZED
   REPRESENTATIVE, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THE CONTRACT AND VENDOR
   AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

47. PRICE ADJUSTMENTS
   47.1. Any price changes, downward or upward, which might be permitted during the Contract period must be
   general, either by reason of market change or on the part of the Vendor to other customers.
   47.1.1. Notification must be given to the Town, in writing, concerning any proposed price adjustments.
   Such notifications will be accompanied by copy of manufacturer’s official notice or other acceptable
   evidence that the change is general in nature.
   47.1.2. Decreases will receive full proportionate benefit immediately at any time during the Contract
   period.
   47.1.3. Increases will be firm against any increased for 364 days from the effective date of the Contract.
   After this period a request for increased may be submitted and will be accompanied by
   documentation. The Town reserves the right to accept or reject the increase, or cancel the
   Contract. Such action by the Town will occur not later than 15 days after receipt of the Successful
   Vendor’s request for price increase to the Town. Any increases accepted will become effective not
   later than 30 days after the expiration of the original pricing increase request. The Town will only
   allow one price increase per year.
   47.1.4. Invoices: Successful Vendor understands and agrees that orders will be shipped at the
   established Contract price in effect on the dates orders are placed. Invoicing at variance with this
   provision will be subject to Contract cancellation.

END OF SECTION
SECTION III: PROPOSAL SPECIFICATIONS

1. UNBUDGETED PROCUREMENT
   1.1. This procurement is unbudgeted. After staff performs the evaluation process they will submit their recommendation for award to Mayor & City Council to fund and award this project. Award is contingent upon funding approval by Mayor & City Council.

2. CONTRACTED SERVICES
   2.1. The Town is soliciting proposals from qualified vendors to provide a parking management system. The goal of the parking management system is to provide a seamless, efficient, customer-friendly, and cost-effective parking operation for the Town. The Town is looking for a Vendor to provide a suite of services for a parking management system to include:
      2.1.1. Mobile Payment Application
      2.1.2. Parking Enforcement and Citation Management and Fine Collection Services to include Hardware and Software
      2.1.3. Multi-Space Meters
      2.1.4. An option for the Town’s Inlet Parking Lot to be included as a separate Proposal to the aforementioned items.
   2.2. Under the current system, the Town owns Cale machines for both on street and lot parking, has a contract with a vendor for mobile payment applications, and a separate contract with another vendor for parking enforcement, citation management, and fine collection services. The Town’s preference is to select one company to provide new multi-space meters, mobile payment application, and parking enforcement/citation management/fine collection services. See the Cale Information Section at the end of this Proposal Document.
   2.3. The Town also has an Inlet parking lot that is currently manned by lot attendants and gate ingress and egress. The Town wants vendors to become acquainted with how the Town currently manages that high visibility/usage lot and to come up with a plan, as an option, that potentially would be integrated into the overall parking management system. Vendor’s will be required as part of their Completed Proposal Documents to submit a fact finding expression, a detailed plan about what would work in that lot and why (this must be a proven determination), and how and when to incorporate the nuances of that lot into one parking management system.

3. PARKING DATA
   3.1. The parking season is from April 1st to October 31st
   3.2. 2014 TOWN REVENUES
      3.2.1. CALE Machines
            • Cash Revenues $238,532.25
              ➢ 93,370 transactions
            • Credit Card Revenues $1,941,190.45
              ➢ 302,077 transactions
      3.2.2. Inlet Parking Lot
            • See Inlet Parking Information at the End of this Proposal Document.
      3.2.3. Parkmobile
            • $99,764.15 Revenue
            • Transactions
              ➢ Visa 9,963
              ➢ MasterCard 3,069
              ➢ AMEX 1,504
              ➢ Discover 475
              ➢ PayPal 3693
              ➢ Wallet 389

3.3. STREET AND MUNICIPAL LOT PARKING
3.3.1. The Town offers lot and street parking that currently utilizes Cale parking system. Lots are open 24 hours. There is a 12 hour max per each ticket with a cost of $2.00 per hour. Locations are as follows:

- Worcester St., between Baltimore Ave. and Philadelphia Ave.
- Somerset St. & Baltimore Ave.
- Dorchester St. & Baltimore Ave.
- N. Division St. & Baltimore Ave.
- N. Division St. & St. Louis Ave.
- 4th St. & Baltimore Ave.
- 1st St. & St. Louis
- 2nd St. & St. Louis
- 61st St. & Coastal Highway, bayside
- 100th St., bayside. This is also a boat trailer approved lot. The fee for this lot is $10 a day or $50 per week
- Additional street side Cale parking are on selected streets, Oceanside and bayside in the areas between S. Division St. and 10 St., and again at 99th St.

3.4. Inlet Parking Data

3.4.1. This parking lot has 1200 spaces including 35 handicap parking spaces. There is a passenger load and unload zone. To access the parking lot, you will obtain a ticket at the entrance to the parking lot. Upon leaving the lot, the motorists presents their ticket to a lot attendant for payment. Forms of payment are cash and credit cards (Visa, MasterCard, and Discover).

- Rates
  - April 01st Midnight of the Wednesday prior to Memorial Day = $2.00 per hour
  - Thursday prior to Memorial Day through Labor Day = $3.00 per hour
  - Midnight of Labor Day through October 31st = $2.00 per hour
  - 0-30 minutes are FREE
  - Lost Tickets = Maximum Charge $72.00

- Seasonal Rates
  - 0-30 minutes FREE
  - 31-39 minutes = $2.00
  - 40-60 minutes = $3.00
  - $1.00 for within each additional 20 minute period
  - Lost ticket charge $72.00

- Off Season Rates
  - 0-30 minutes FREE
  - 31-60 minutes = $2.00
  - $1.00 within each additional 30 minute period
  - Lost ticket charge $48.00

3.5. Parking Ticket Revenue by Month for 2016

3.5.1. Dedicated parking enforcement personnel are on duty beginning the Monday prior to Memorial Day. Most enforcement personnel leave in August, however, a couple remain through the end of September and possibly mid-October.

<table>
<thead>
<tr>
<th>Month</th>
<th>Tickets Issued</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>10</td>
<td>$3,375</td>
</tr>
<tr>
<td>February</td>
<td>10</td>
<td>$3,830</td>
</tr>
<tr>
<td>March</td>
<td>12</td>
<td>$2,770</td>
</tr>
<tr>
<td>April</td>
<td>461</td>
<td>$5,840</td>
</tr>
<tr>
<td>Month</td>
<td>Units</td>
<td>Amount</td>
</tr>
<tr>
<td>----------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>May</td>
<td>1,113</td>
<td>$16,230</td>
</tr>
<tr>
<td>June</td>
<td>3,188</td>
<td>$43,630</td>
</tr>
<tr>
<td>July</td>
<td>3,590</td>
<td>$59,740</td>
</tr>
<tr>
<td>August</td>
<td>2,021</td>
<td>$62,940</td>
</tr>
<tr>
<td>September</td>
<td>1,007</td>
<td>$42,540</td>
</tr>
<tr>
<td>October</td>
<td>692</td>
<td>$31,605</td>
</tr>
<tr>
<td>November</td>
<td>6</td>
<td>$13,165</td>
</tr>
<tr>
<td>December</td>
<td>1</td>
<td>$6,745</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>12,111</td>
<td><strong>$292,410</strong></td>
</tr>
</tbody>
</table>

4. CONTRACT PERIOD
4.1. After the evaluation process the Town will contract with a Successful Vendor. The Contract will tentatively be valid from January 01, 2018 to December 31, 2023 ("Contract Period").

5. REQUIRED PROPOSAL FORMAT
5.1. Responses will be provided in a three-ring binder or report cover using 8.5 x 11 paper clearly identified with the name of Vendor’s company and solicitation responding to on the outside front cover and vertical spine. One (1) unbound and signed proposal, seven (7) bound copies, and one (1) electronic copy on CD, DVD, or flash drives (i.e. pin or jump drives) will be provided. Tabs should be used to separate the proposal into sections, as identified below. Respondents failing to organize in the manner listed may be considered nonresponsive and may not be evaluated.

5.2. BINDER TABS
5.2.1. Tab 1 – VENDOR PROFILE
5.2.2. Tab 2 – VENDOR QUESTIONNAIRE
5.2.3. Tab 3 – PROCESSING INFORMATION
5.2.4. Tab 4 – PARKING MANAGEMENT SYSTEM SUITE to Include (clearly labeled):
   - Mobile Payment Application
   - Parking Enforcement, Citation Management, and Fine Collection Hardware and Software
   - Multi Space Meters
   - Inlet Parking Lot Proposal (AS A SEPARATE PROPOSAL)
5.2.5. Tab 5 – IMPLEMENTATION SCHEDULE
5.2.6. Tab 6 – COST BENEFIT ANALYSIS
5.2.7. Tab 7 – ACCOUNT MANAGEMENT OVERVIEW
5.2.8. Tab 8 – ADMINISTRATIVE REQUIREMENTS OVERVIEW
5.2.9. Tab 9 – VENDOR MARKET SHARE DATA
5.2.10. Tab 10 – SOCIAL MEDIA PRESENCE AND ENGAGEMENT
5.2.11. Tab 11 – CUSTOMER SUPPORT
5.2.12. Tab 12 – PAST PROFORMANCE
5.2.13. Tab 13 – FUTURE DIRECTION
5.2.14. Tab 14 – OTHER TECHNICAL REQUIREMENTS
5.2.15. Tab 15 – MARKETING/ADVERTISING PLAN
5.2.16. Tab 16 – CUSTOMER SERVICE
5.2.17. Tab 17 – TRAINING
5.2.18. Tab 18 – ADDITIONAL INTEGRATED SERVICES
5.2.19. Tab 19 – WARRANTY INFORMATION
5.2.20. Tab 20 – REFERENCES
5.2.21. Tab 21 – VALUE ADDED PRODUCTS AND SERVICES
5.2.22. Tab 22 – PRICING
5.2.23. Tab 23 – REQUIRED FORMS, PAGES 32 - 35

6. SHIPMENTS (if applicable)
6.1. The Successful Vendor will ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the Successful Vendor will notify the Town as to why the
product has not shipped and will provide an estimated shipping date. At this point the Town may cancel the order if estimated shipping time is not acceptable.

6.2. All deliveries will be freight prepaid, F.O.B. destination and will be contracted pricing.

6.3. Responsibility for loss or damage will remain with the Successful Vendor until final inspection and acceptance when responsibility will pass to the Town except as to latent defects, fraud, and Successful Vendor’s warranty obligations.

7. PRICING

7.1. It is the Successful Vendor’s responsibility to keep all pricing up to date and on file with the Town. All proposed rates will be inclusive of travel and expenses.

8. COMPETITIVE RANGE

8.1. It may be necessary for the Town to establish a competitive range. Responses not in the competitive range are unacceptable and will not receive further award consideration.

9. PRODUCT AND SERVICE ADDITIONS

9.1. Products and Services may be added to the Contract during the Contract Period by written amendment as stated in Section II. GENERAL INFORMATION, subsection 22. CONTRACT CHANGES, to the extent that those products and services are within the scope of this Proposal Document.

10. VENDOR PROFILE

10.1. Please provide the following information about your company:

10.1.1. Company’s official registered name.

10.1.2. Brief history of your company, including the year it was established.

10.1.3. Company’s Dun & Bradstreet (D&B) number.

10.1.4. Company’s organizational chart of those individuals that would be involved in the contract.

10.1.5. Corporate office location.
   • List the number of sales and services offices for state being bid in solicitation.
   • List the names of key contacts at each with title, address, phone and e-mail address.

10.1.6. Define your standard terms of payment.

10.1.7. Who is your competition in the marketplace?

10.1.8. Provide Annual Sales for last 3 years broken out into the following categories:
   • Cities/Counties
   • States
   • Higher Education
   • Other government agencies or nonprofit organizations

10.1.9. What differentiates your company from competitors?

10.1.10. Describe how your company will market the Contract if awarded.

10.1.11. Describe your firm’s capabilities and functionality of your on-line catalog/ordering website.

10.1.12. Describe your company’s Customer Service Department (hours of operation, number of service centers, etc.)

10.1.13. Green Initiatives
   • As we grow, we want to make sure we minimize our impact on the Earth’s climate. We are taking every step we can to implement innovative and responsible environmental practices throughout the Town to reduce our carbon footprint, reduce waste, energy conservation, and ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.

10.1.14. Vendor Certifications (if applicable)
   • PSI-DSS Level 1 Certification and Compliance
   • Provide proof of registration with the Visa and MasterCard PCI DSS Global Registries of Service Providers.
   • Provide the name and address of the Qualified Security Access (QSA) certified by the PCI Security Standards Council that performed the latest assessments and audits.
   • SSAE 16 Type 1 and II Compliance. Provide a copy of all current licenses, registrations and certifications issued by federal, state, and local agencies, and any other licenses, registrations or certifications from any other governmental entity with
jurisdiction, allowing respondents to perform the covered services including, but not limited to, licenses, registrations, or certifications.

- Provide Vendor certifications of the following qualifications:
  - A minimum of five (5) years’ experience of active mobile payments contracts within the United States
  - A minimum of twelve (12) locations currently under contract and in operation within the United States
  - United States based and located development and implementation teams (include address and contact information)
  - A cloud based hosting solution that is housed in the United States
  - Offer acceptance of PayPal as well as Virtual Wallet as payment methods
  - Offer a virtual stored solution

- Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications.

11. VENDOR QUESTIONNAIRE

11.1. Distribution Channel
11.1.1. Which best describes your company’s position in the distribution channel:
- Manufacturer Direct
- Certified education/government reseller
- Authorized Distributor
- Manufacturer marketing through reseller
- Value-added reseller
- Other: ______________________________________

11.2. Include all appropriate information on how the Town would order and how requests would be fulfilled based on the type of distribution channel your organization utilizes. Vendor will include for all products and services offered in Vendor’s Completed Proposal Document.

12. PROCESSING INFORMATION

12.1. Vendors will provide their contact information for the following:
Sales Reports / Accounts Payable Contact Person: _____________________________________________
Title: _____________________________________________________________________________
Company: __________________________________________________________________________
Address: __________________________________________________________________________
City: ____________________________________________________________________________
State: __________________________________________________________________________
Zip: __________________________________________
Phone: __________________________________________________________________________
Email: __________________________________________________________________________

Purchase Orders Contact Person:
Title: _____________________________________________________________________________
Company: __________________________________________________________________________
Address: __________________________________________________________________________
City: ____________________________________________________________________________
State: __________________________________________________________________________
Zip: __________________________________________
Phone: __________________________________________________________________________
Email: __________________________________________________________________________

Sales and Marketing Contact Person:
Title: _____________________________________________________________________________
Company: __________________________________________________________________________
Address: __________________________________________________________________________
City: ____________________________________________________________________________
State: __________________________________________________________________________
Zip: __________________________________________
Phone: __________________________________________________________________________
Email: __________________________________________________________________________
13. PARKING MANAGEMENT SYSTEM SUITE
13.1. The Town is looking for a hosted solution.
13.2. Please address how upgrades to hardware and software would occur and if there would be fees. If there are fees please provide a fee structure with the pricing information for subsequent upgrades, label the fees so they can be easily identified.
13.3. The Successful Vendor will be the merchant of record and will remit net revenue daily to the Town (less merchant processing and gateway fees etc. per Contract).
13.4. The Vendor will submit a sample report that accompanies payments to their clients.
13.5. The following is a list of suggested (but not limited to) categories. List all categories along with manufacturer that you are responding with:

13.5.1. MOBILE PAYMENT FOR PARKING SYSTEM WITH INTEGRATED VOICE RESPONSE (IVR)
- The Vendor must provide an IVR system with the following requirements:
  o Users can call a toll free or local number.
  o The system recognizes the user (account) based on the incoming number.
  o One account can be associated with multiple landline or cellular phone numbers.
  o The IVR system must recognize user inputs by touch tones and speech.
  o The IVR system must have menu options and dialog, including:
    ➢ Begin parking - One account can hold multiple vehicles (license plate numbers). The system must allow the user to choose a vehicle if multiple vehicles are on the account.
    ➢ Extend parking - The system must have the ability to restrict extensions that are beyond the maximum length of stay. The system must have the ability to reject purchases on the same block for a set amount of time after a maximum purchase.
    ➢ Sign up as a new user
- If a user selects the option to begin parking, the system must:
  o Prompt for a meter/block/zone ID.
  o Query the parking system inventory to confirm that parking is permitted at the current time.
  o Prompt for the time to park - The system must have the ability to impose a minimum time purchase. The system must have the ability to restrict purchases to increments of time. The system must reject an entry greater than the length of stay.
  o Confirm that the purchase is complete.
  o Prompt whether to remind the user that the parking session is set to expire with an automated SMS or email.
  o Prompt for the number of minutes before the expiration to send the reminder.
- If a user selects the option to extend parking, the system must:
  o Verify that there is a currently active parking session.
  o Prompt for the time to extend.
  o Confirm that the extension is complete.

13.5.2. PAY BY MOBILE APPLICATION
- The Vendor must provide smart phone applications with the following requirements:
  o Mobile applications must support existing and new Android, iOS, BlackBerry, Kindle, and Windows Mobile 7 versions, in addition to a browser version.
  o Applications can be downloaded from the Android Marketplace or Apple Store, or equivalent.
Applications can be downloaded or redirected from the Vendor’s website.

- When a user launches the application, it must:
  - Prompt for the username and password (for registered users). The application must have the ability to save the username and password to expedite future logins. Provide an interface to sign up as a new user.
  - Upon logging in, the application must have the following options, with identical functionality to that of the IVR system:
    - Begin parking via GPS, QR Code, NFC, or manual entry
    - Extend parking
    - Check account balance
    - Recharge account with credit card on file

- The application must also have the following functionality:
  - Manage account: Add, remove, or edit a credit card
  - Manage account: Add, remove, or edit a vehicle
  - Manage account: Select a primary vehicle
  - Manage account: Add funds to the account from a credit card
  - Transaction history showing all paid parking sessions by date and time, duration, rate, total amount, payment method, license plate number, meter/block/zone ID.

- For new or extended parking sessions, the application must:
  - Remind the user that the session is about to expire with a push notification on the phone. The user must be able to turn this feature on or off. The application must have industry level standards to encrypt and secure credit card and other personal data; the applicant must demonstrate the capacity to perform these services.

- User’s must be able to configure reminders for session expirations, including the ability to:
  - Enable or disable reminders
  - Configure the type of reminders (SMS or email)

- When funding an account, the system must have the ability to impose a minimum charge/recharge amount. The system must have the ability to automatically notify a user and/or recharge the account if the account balance falls below a certain amount. The system must be able to support both pay per transaction and pay out of a “mobile wallet” models. The application must explain any difference in cost between these two models.

13.5.3. PAY BY WEB

- The system must provide a website with the following requirements:
  - Participant must have the option to have a customized website (e.g. http://www...com/TOWN).
  - Support desktop and mobile browsers.
  - When a user launches the website, it must:
    - Prompt for the username and password (for registered users). The website must have the ability to save the username and password locally on the device (PC or phone) to expedite future logins.
    - Provide an interface to sign up as a new user.
• Upon logging in, the website must have the following options, with identical functionality to that of the mobile application:
  o Begin parking.
  o Extend parking.
  o Check account balance.
  o Recharge account with credit card on file
  o Manage account
  o Transaction history
• The application must have industry-level standards to encrypt and secure credit card and other personal data.

13.5.4. ON STREET AND LOT PARKING ENFORCEMENT AND CITATION MANAGEMENT
• MUST BE REAL TIME
• On street and lot parking enforcement to include:
  o Allow a device to query the payment status of a vehicle through its license plate number
  o Allow a device to query a list of paid vehicles through a meter/block/zone ID
  o Allow a license plate recognition system to query the payment status of a vehicle through its license plate number
  o Pull or receive a list of license plate numbers flagged by law enforcement
  o The system must be able to send an alert when a matching vehicle makes a parking transaction
  o Vendor must provide turnaround time from user payment into the mobile app to visibility in the enforcement software.
  o The vendor will be expected to provide multi-space meters. The vendor should also provide parking meters capable of dynamic pricing, demand-based pricing, and event parking. The Town’s preference for method of metering is Pay by Plate but acceptable methods of metering are:
    ➢ Pay and Display
    ➢ Pay by Space
    ➢ Pay by Plate
  o The ability to pay for parking with coin, mobile phone, credit card, or smart cards.
  o Technology and reporting software that allows the Town to monitor meter performance on a real-time basis and track other analytics. The technology and software will also incorporate GIS.
  o Ticket Issuance Devices (“TID”) or software that allows officers to conduct enforcement on smart phones or similar devices. The TID should be user-friendly and also contain software that allows officers to take pictures to support issuance of parking violations. Additionally, the TID should have enforcement software which allows officers to detect vehicle permits and past parking infractions. TID may also allow officers to clock-in/out during enforcement and monitor officer productivity.
  o License Plate Recognition (“LPR”) technology that will assist parking enforcement officers to detect parking violations and vehicles eligible for towing.
  o Software that allows management of permit parking zones.
  o Parking enforcement software that can be loaded into current Mobile Data Terminals (MDT) that are operational in Town police vehicles
Parking payment software that can be used in conjunction with current and future License Plate Recognition (LPR) technology used in Town police vehicles.

- **Citation Management**
  - The Successful Vendor will be responsible for processing tickets generated by Town, an example of the current tickets used by the Town is at the end of this Proposal Document. Successful Vendor will be responsible for replicating the ticket in this Proposal Document. The ticket processing system should allow customers to pay parking tickets immediately after issuance. Additionally, the vendor should allow customers to pay parking tickets via phone, web, mobile, or in person. Customers should also be able to search ticket information with their license plate number or ticket number.
  - Software that allows the Town to audit and monitor ticket processing, run accounting reports, and perform other analytics.
  - Vendor to provide collections support, such as mailing out delinquent notices and notifying the MVA of vehicle plates subject to flagging.
  - Vendor will update customer mailing addresses monthly based on any updates from all 50 motor vehicle administration’s records.

- **Fine Collection Services**
  - The successful vendor must be able to access DMV/MVA files to all 50 states in the United States for the purpose of accessing vehicle information and registered vehicle owner.
  - The successful vendor will be responsible for sending a notice via USPS to the parking violator at the conclusion of the 10 day due date; then again at 30 days from date violation summons was issued.
  - Notices will be sent to the violator every two weeks for a period of 90 days until the fine is paid.
  - Unpaid fine notices will continue after this point every three months for a period of one year.
  - The successful vendor will send notices to violators of unpaid fines after one year at the request of the Town when extenuating circumstances occur. These circumstances can be defined within the final contract.
  - Successful collection rate should be 95% or greater.

13.5.5. **Functionality**
- Back end reporting capabilities (please be specific)
- Vendor must state the preferred method of power and communication to the individual units. Also state all alternative methods of power and communications
- Must display how the metering system can be configured to comply with handicapped provisions and hooding procedures when the meters are out of service
- Multi-lingual features
- System must exercise industry standard protocols to ensure data security
- System must provide redundant/failsafe servers which ensure at least 99.9% uptime of all components of the system
- Access for mobile payment users to gated parking facilities
- Event permit system, either via mobile payments or pay by web
- Integration with all major meter equipment, ticket software applications and sensor technologies

13.5.6. **Maintenance and Service**
• Must include all training for operation and maintenance of the system, a recommended list of spare parts and fully functional software with reporting capabilities.
• Methods of coin and bill collections
• Remote diagnostic capabilities
• Overall performance with minimum downtime related to regular usage, weather and user created problems
• Ability to promptly provide instruction for necessary repairs
• Provide details for service contract and equipment warranty
• Policy regarding future hardware and/or software upgrades

14. IMPLEMENTATION SCHEDULE
14.1. The Town is requiring each Vendor to provide an implementation schedule on a Gantt chart that would have a go live date of April 01, 2018.
14.2. The implementation schedule will include printed information, social media enhancements, signage, and a deployment schedule to include:
  14.2.1. Development schedule
  14.2.2. Testing schedule
  14.2.3. Roll out schedule
  14.2.4. Marketing schedule
  14.2.5. Training schedule

15. COST BENEFIT ANALYSIS
15.1. Vendors must provide all per unit costs of equipment furnished. Please describe any bulk discounts and the breakdown of when discount would be applied.
15.2. Describe all costs of options not included in the base price (please list all and if bulk discounts apply)
15.3. Annual costs for maintenance contract
15.4. Any software subscription costs or other recurring charges
15.5. Please describe all cost associated with day to day usage of the equipment
15.6. Cost of equipment compared to functionality and features provided
15.7. Town ownership vs. leasing or other financial options
15.8. Provide ROI schedule
15.9. How the Town may incorporate existing meters and infrastructure into the parking system

16. ACCOUNT MANAGEMENT
16.1. The system must provide multiple ways for a user to manage their mobile payment for parking system account. This section contains the requirements for account management.
  16.1.1. All interfaces for account management must have industry-level standards to encrypt and secure credit card and other personal data.
  16.1.2. Users must be able to create and manage accounts through a website (desktop and mobile versions), mobile application, IVR system, and through a live customer service representative.
  16.1.3. Users must be able to create new accounts with the following parameters:
    • Username (email).
    • Password.
    • Phone number(s).
    • License plate number(s).
    • Credit card number.
    • Billing name and address.
  16.1.4. Users must be able to access a history of all transactions made on an account and be able to view reports and receipts showing:
    • Date and time.
    • Duration.
• Rate.
• Total amount.
• Payment method.
• License plate number.
• Meter/block/zone ID.

16.1.5. Users must able to configure reminders for session expirations, including the ability to:
• Enable or disable reminders.
• Configure the type of reminder (SMS or email).

16.1.6. When funding an account, the system must have the ability to impose a minimum charge/recharge amount.
16.1.7. The system must have the ability to automatically notify a user and/or recharge the account if the account balance falls below a certain amount.
16.1.8. The system must be able to support both pay per transaction and pay out of a “mobile wallet” models.
• The participant must explain any difference in cost between these two models.

17. ADMINISTRATIVE REQUIREMENTS
17.1. Administrator Portal-the system must provide a website accessible only to designed system administrators
17.1.1. Customer service representatives must be able to create and manage user accounts.
17.1.2. Customer service representatives must be able to activate or deactivate mobile payment system user accounts.
17.1.3. Administrators must be able to run reports on transactions and accounts
17.1.4. Administrators must have an interface to query transactions for ticket adjudication purposes.

17.2. Reporting-the system must provide daily parking activity and revenue reporting functionality to designated administrators of the system. These reports must include data on:
17.2.1. Transactions made by:
• License plate number.
• Phone number.
• Username/account number.
• Date and time.
• Duration.
• Rate.
• Total amount.
• Payment method.
• License plate number.
• Meter/block/zone ID.

17.2.2. Account sign ups. Account charges/recharges. The system must allow reports exported to:
• Microsoft Excel
• Text Files
• Database Flat Files
• Direct connection with another database
17.2.3. Reports must be available for viewing or downloaded within reasonable time. The applicant must provide performance metrics on its reporting tool, with scenarios such as:
• Number of new accounts per week
• Amount of transactions per day by meter/block/zone ID
• All transactions in a calendar year
17.2.4. Parking System Inventory—the system must have the option for a web based tool to manage the inventory of the parking system. This section describes the requirements of the inventory management tool. The inventory management tool must hold information on each meter/block/zone including its:
- ID
- Address
- Status (active or inactive)
- Rate
- Hours of operation
- Hours of restriction
- Maximum length of stay
- Once a charge is made to the inventory, the system must either be updated immediately or queued for update at a set time. An administrator must be able to use the tool to manually update the attributes of a single meter/block/zone. An administrator must be able to import a file to update the entire inventory.

18. VENDOR MARKET SHARE

18.1. Vendors will provide their current market share for the following states:

<table>
<thead>
<tr>
<th>State/District</th>
<th>Vendor Members with Registered Vehicles in the State/District</th>
</tr>
</thead>
<tbody>
<tr>
<td>District of Columbia</td>
<td></td>
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<tr>
<td>Maryland</td>
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<tr>
<td>Delaware</td>
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<tr>
<td>Virginia</td>
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<td>Pennsylvania</td>
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<td>New Jersey</td>
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<td>New York</td>
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<td>West Virginia</td>
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<tr>
<td>Florida</td>
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<tr>
<td>Ohio</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

1.2. Provide Number of Social Media Users

<table>
<thead>
<tr>
<th>Social Media Site</th>
<th>Number of Active Registered Users</th>
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</thead>
<tbody>
<tr>
<td>Facebook</td>
<td></td>
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<tr>
<td>Twitter</td>
<td></td>
</tr>
<tr>
<td>Instagram</td>
<td></td>
</tr>
<tr>
<td>Linkedin</td>
<td></td>
</tr>
</tbody>
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19. CUSTOMER SUPPORT

19.1. The Vendor will provide timely and accurate technical advice and sales support. The Vendor will respond to said requests within twenty-four (24) hours after receipt of the request.

20. PAST PERFORMANCE

20.1. Past Performance is relevant information regarding a Vendor’s actions under previously awarded contracts; including the administrative aspects of performance; the Vendor’s history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Vendor’s businesslike concern for the interests of the customer.

20.2. Vendor’s will submit a three year history of technical support that outlines customer satisfaction, uptime and down time, as well as upgrades.

21. FUTURE DIRECTION

21.1. Vendors will submit a three year future outlook of upgrades the Vendor is currently developing or thinking of developing.

22. OTHER TECHNICAL REQUIREMENTS
22.1. Data Security - the system must exercise industry standard protocols to ensure the protection of any data stored and transmitted in the system, including:
   22.1.1. Securing physical servers, storage, etc.
   22.1.2. Firewalls to protect against unauthorized access
   22.1.3. SSL encryption on websites
   22.1.4. PCI DDS Level 1 compliant for all applicable data
   22.1.5. SAS 70 Type II certified before the Notice of Award.
   22.1.6. The participant must minimize the Town’s exposure to sensitive data such as:
      • Credit card numbers;
      • Personally identifiable information (PII) of users; and
      • Vendors must describe their data security plan and disclose any breaches of security.

22.2. System Availability - the system must provide reluctant/failsafe servers which ensures at least 99.9% uptime of all components of the system, including;
   22.2.1. IVR, including the availability of live customer service representatives.
   22.2.2. Mobile Applications
   22.2.3. User and administrator websites.
   22.2.4. The proposed system must be able to handle up to 5 million mobile payment transactions per year, including up to 10,000 transactions per hour.
   22.2.5. The system must provide system uptime reports from the past four (4) years and also provide a plan to scale the system to support additional users and transactions.

22.3. Multi space meters - The system must be able to communicate with the back office system of the multi space meters. The system must have the following requirements:
   • Send each transaction to the back office system as it happens in real time.
   • Accept transactions sent from the back office system.
   • Vendors must provide examples of data formats and delivery methods used to communicate transactions to and from external systems.

23. MARKETING
   23.1. The Vendor must provide examples of marketing material plans used in other cities or markets. In addition, Vendors must provide an initial marketing plan to promote the use of the system including details on the message, medium, location, and frequency of marketing. The Vendor must provide a comprehensive recurring marketing plan. The Vendor must supply all promotional and operational graphics, excluding the street signage used to identify meter/block/zone IDs. All marketing plans and materials will be approved by the Town prior to implementation.

24. CUSTOMER SERVICE
   24.1. User Customer Service - the Vendor must provide the following customer services to users:
       24.1.1. Live operators available 24/7 to create accounts and resolve issues.
       24.1.2. Language support for:
           • English
           • Spanish (if available)
   24.2. Customers looking to establish contact with a live operator must be provided the option at the start of a parking action. Callers seeking a live operator must be on hold for no longer than two (2) minutes. Music and update messaging must be provided during calls on hold. Users looking to find parking must be provided a web based or mobile app based map, or other method of locating metered parking. The Vendor must provide customer support plan that includes projected call volumes and number of support staff available.

25. TOWN SUPPORT
   25.1. The Vendor must provide the following services to the Town:
       25.1.1. Technical support during normal business hours of 8:00 a.m. to 6:00 p.m. (EST).
       25.1.2. Engineering staff to perform development, testing, and deployment.
       25.1.3. Response times of less than sixty (60) minutes for urgent issues.
       25.1.4. Resolution of urgent issues in less than two (2) hours.
• Vendors will provide examples of development project plans and issue resolution processes with other clients.

26. TRAINING
26.1. The Vendor will provide training to personnel designated by the Town in the following areas:
   26.1.1. Use of payment methods
   26.1.2. Use of any websites designed for users and administrators
   26.1.3. Use of any enforcement tools.
   26.1.4. Software
   26.1.5. Multi-Space Meters
26.2. Vendors must also provide training for end users, including, but not limited to a frequently asked questions (FAQ) section and/or instructional videos on the Vendor’s website.

27. ADDITIONAL INTEGRATED SERVICES
27.1. The vendor must incorporate additional integrated services and pricing to their proposal, including but not limited to:
   27.1.1. Digital virtual permit management system for monthly, residential, visitor and other parking related permits
   • The whole life cycle of a permit must be automated.
   • Registration, application, (auto renewal) payments, approval (if applicable), and issuance must be performed online.
   • Permits can be assigned to the vehicle’s license plate number, send to the permit holder’s smart phone or other mobile device or printed at home.
   • Online personal account for permit holder to update information and manage their account.
   • Waiting list and mass email functionality.
   27.1.2. Central database repository for aggregated parking data (analysis), central enforcement and integration of several parking methods and technologies, such as but not limited to:
   • Mobile payments for parking system.
   • Pay by plate (multi space meter).
   • Digital permit management system.
   • Enforcement.
   • Citation Management
   27.1.3. Access for mobile payment users to gated parking facilities via:
   • QR Code, either via scanning within a mobile app or scanning at the gate.
   • Near Field Communication (NFC).
   • RFID or Proximity Cards.
   • License Plate Recognition (LPR).
   27.1.4. Electrical Vehicle Charging.
   27.1.5. Event permit system, either via mobile payments for parking system (temporary event rate override of regular parking rates).
   27.1.6. Integrations with all major meter equipment, ticket software applications and sensor technology providers.

28. WARRANTY
28.1. Proposal Documents will address each of the following:
   28.1.1. Equipment, if any to be provided, and the associated warranty including;
   • Applicable warranty and/or guarantees of equipment and installations including and conditions and response time for repair and/or replacement of any components during the warranty period;
   • Availability of replacement parts;
   • Life expectancy of equipment under normal use; and
• Detailed information as to proposed return policy on all equipment.

29. REFERENCES
29.1. Provide at least ten (10) current customer references of which three (3) references are installations of minimal 2,500 parking spaces each.
29.2. All references should include the following information from the entity:
   29.2.1. Entity Name
   29.2.2. Contact Name and Title
   29.2.3. City and State
   29.2.4. Phone
   29.2.5. Years Serviced
   29.2.6. Description of Services
   29.2.7. Annual Volume

30. VALUE ADDED PRODUCTS AND SERVICES
30.1. Include any additional products and/or services available that the Vendor currently performs in their normal course of business that is not included in the scope of this proposal that you believe will enhance and add value to the Contract.

31. PRICING
31.1. Submit a price list for all services to the Town and the end user (labeled as whom the cost would be borne by). The proposal must provide who is responsible for credit card processing fees. Products, services, warranties, etc. should be included in the price list. Prices submitted will be used to establish the extent of a Vendor’s products and services that are available. There should be a line item cost for hardware and then separate line item costs for software maintenance and upgrades.
   31.1.1. Product name and part number (include both manufacturer part number and respondent part number if different from manufacturers).
   31.1.2. Description
31.2. Response must include an itemized parts lists breakdown of costs.
31.3. Vendors will provide its assumptions in determining the cost, including:
   31.3.1. Assumed number of transactions per year
   31.3.2. Assumed breakdown of mobile payment system usage (IVR vs. mobile app vs. web)
   31.3.3. Assumed growth per year.
31.4. Vendors are encourage to provide creative cost structures that are mutually beneficial including:
   31.4.1. Per transaction fees at varying levels of transactions per year.
   31.4.2. Different per transaction fees for initial purchase and subsequent extensions
   31.4.3. Cost for custom development needed to support any of the requirements in this Proposal Document must be given separately from the per transaction fee. The participant must provide the cost for its “base system” and quote separate (one time or recurring) costs to develop any features beyond its base system.
   31.4.4. Provide a separate cost overview for all other additional services.

32. QUESTIONS
32.1. The last date to submit questions for clarification will be noon, EDT, Monday, August 21st, 2015.

33. AWARD
33.1. The Contract will be awarded to the Vendor that offers the Best Value to the Town based on the highest score on the Evaluation and Selection Criteria.

34. CONTRACT
34.1. Vendors must provide their boiler plate contract along with their Completed Proposal Documents.

35. QUIET PERIOD
35.1. The Quiet Period is the period of time beginning when the RFP is issued and ends when the first round of vendor(s) are selected.
35.2. Proposers will not contact any staff in the Town during the Quiet Period and should direct all questions and communications to the department contact indicated in this RFP.

35.3. Incumbent vendors may communicate with Town staff during the Quiet period, but may not discuss the RFP. The purpose the of the Quiet Period is to ensure that all prospective vendors have equal access to information regarding the search tasks and requirements; to be certain that communications are consistent and accurate; and to make the search and selection process efficient, diligent, and fair.

35.4. The Quiet Period will be posted to the Town’s website to prevent inadvertent violations by vendors responding to the RFP.

35.5. Town staff not directly involved in the search will refrain from communicating with the vendors regarding any product or service related to the search during the Quiet Period unless this communication takes place during the pre-proposal conference conducted as a part of the RFP.

35.6. An RFP respondent will be disqualified for violating the Quiet Period.

35.7. Offering or providing anything of value to Town Staff is prohibited. Site Visits Vendors are encouraged to visit the Town’s On-Street and Lot Metering System in reference to the services to be provided, but are prohibited from interviewing Town staff.

END OF SECTION
SECTION IV: EVALUATION AND SELECTION CRITERIA

1. EVALUATION

1.1. All Vendors are advised that in the event of a receipt of adequate number of Proposal Documents which, in the opinion of the Town, require no clarification and/or supplementary information, such Proposal Documents may be evaluated without discussion. Hence, Proposal Documents should be initially submitted on the most complete and favorable terms which Vendors are capable of offering the Town. Proposal Documents will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Weighting Factor</th>
<th>Criterion</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>Maintenance and support</td>
</tr>
<tr>
<td>15%</td>
<td>Quality, Durability, Warranty, and Reliability of the product/brand, Customer Service &amp; Support, and Training</td>
</tr>
<tr>
<td>15%</td>
<td>Vendor market presence and social media users</td>
</tr>
<tr>
<td>5%</td>
<td>Marketing Campaign</td>
</tr>
<tr>
<td>15%</td>
<td>Ability to Provide and Perform the Required Services for the Contract. Ability to meet “Go Live” date; Implementation Schedule</td>
</tr>
<tr>
<td>15%</td>
<td>Pricing (including user fees, products, services, warranties, etc.) Payment options</td>
</tr>
<tr>
<td>10%</td>
<td>Technology and Administrative support for the mobile app</td>
</tr>
<tr>
<td>10%</td>
<td>Value Added Services Description, Products, and/or Services (Marketing, Training, and Customer Service)</td>
</tr>
</tbody>
</table>

1.2. Each Vendor will be rated for each criterion on a scale of zero to four as described below.

<table>
<thead>
<tr>
<th>Unacceptable</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>Fair</td>
<td>2</td>
</tr>
<tr>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>Superior</td>
<td>4</td>
</tr>
</tbody>
</table>

1.2.1. A Vendor’s final grade will be the sum of each criterion’s rating multiplied by the weighting factor listed above.

THIS AND PREVIOUS SECTIONS DO NOT NEED TO BE RETURNED WITH SUBMITTAL.
EXCEPTIONS

The undersigned hereby certifies that, except as listed below, or on separate sheets attached hereto, the enclosed Proposal Document covers all items as specified.

EXCEPTIONS:

(If none, write NONE) ____________________________

THE VENDOR HEREBY ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA.

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

__________________________  __________________________
Sign for Identification     Printed Name
INDIVIDUAL PRINCIPAL

Vendor Name: ______________________________________
Signed By: __________________ In the presence of: __________________
Address of Vendor: ____________________________ Town, State, Zip
________________________________________________________________
Telephone No.: __________________________ Fax: _________________________
*******************************************************************************

CO-PARTNERSHIP PRINCIPAL

Name of Co-Partnership: ____________________________
Address: _____________________________ Town, State, Zip _________________________
Telephone No.: ___________________________ Fax: ___________________________
Signed By: _____________________________ In the presence of: ___________________
Partner Witness
Signed By: _____________________________ In the presence of: ___________________
Partner Witness
Signed By: _____________________________ In the presence of: ___________________
Partner Witness
*******************************************************************************

CORPORATE PRINCIPAL

Name of Corporation: ______________________________
Address: ________________________________ Town, State, Zip
________________________________________________________________
Telephone No.: __________________________ Fax: ___________________________
Signed By: _____________________________ In the presence of: ___________________
President Witness
Attest: ____________________________________
Corporate Secretary
Affix Corporate Seal
VENDOR’S AFFIDAVIT OF QUALIFICATION TO PROPOSAL

I HEREBY AFFIRM THAT:
I, ____________________________________________ am the ____________________________________________
(Printed Name) (title)
and the duly authorized representative of the Vendor of
________________________________________ whose address is
(name of corporation)

_________________________________________________________________________________________

and that I possess the legal authority to make this affidavit on behalf of myself and the Vendor for which I am acting.

Except as described in paragraph 3 below, neither I nor the above Vendor, nor to the best of my knowledge and of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo-contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government (conduct prior to July 1, 1977 is not required to be reported).

(State “none” or, as appropriate, list any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the Vendor, and the sentence or disposition, if any.)

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

I acknowledge that this affidavit is to be furnished to the Town, I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Town may terminate any Contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

________________________________________  __________________________________________
Sign for Identification                               Printed Name
NON-COLLUSIVE AFFIDAVIT

being first duly sworn, deposes and says that:

1. He/she is the ____________________________________, (Owner, Partner, Officer, Representative or Agent) of _________________________________________, the Vendor that has submitted the attached Proposal Document;

2. He/she is fully informed respecting the preparation and contents of the attached Proposal Document and of all pertinent circumstances respecting such Proposal Documents;

3. Such Proposal Document is genuine and is not a collusive or sham Proposal Document;

4. Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Vendor, firm, or person to submit a collusive or sham Proposal Document in connection with the Goods and/or Services for which the attached Proposal Document has been submitted; or to refrain from bidding in connection with such Goods and/or Services; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Vendor, firm, or person to fix the price or prices in the attached Proposal Document or of any other Vendor, or to fix any overhead, profit, or cost elements on the Proposal Document price or the Proposal Document price of any other Vendor, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any disadvantage against (Recipient), or any person interested in the Goods and/or Services;

5. The price or prices quoted in the attached Proposal Document are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Vendor or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

____________________________________  By: _______________________________
Witness                                      Signature

____________________________________  _________________________________
Witness                                      Printed Name

____________________________________
Title
SUMMONS
FOR QUESTIONS REGARDING THIS VIOLATION, CONTACT THE OCEAN CITY POLICE DEPARTMENT LOCATED AT 6501 COASTAL HIGHWAY, OCEAN CITY, MARYLAND 21842 410-723-6608 BETWEEN 7:30 AM AND 5:00 PM

PAYMENT OPTIONS:
* ONLINE PAYMENT
  • Make a credit card payment by going to: www.parkingticketpayment.com/oceanicity

* MAIL SERVICE
  • Make your check or money order payable to the Town of Ocean City, Maryland
  • Write the "Summons Number" and the vehicle registration number on the check/money order
  • Insert payment and summons in an envelope and mail to:
    Ocean City Police Department
    Records Management Section
    6501 Coastal Highway
    Ocean City, Maryland 21842

Do not mail cash - payments mailed are at your own risk

* IN PERSON
  • You may pay this violation in person at the Ocean City Police Department 24 hours a day.
  • You may also make payment at the Town's City Hall located at 301 North Baltimore Avenue, Ocean City, Maryland 21842 during the hours of 8AM - 5PM, Monday through Friday.

COURT REQUESTS OR NON-PAYMENT
If you wish to stand trial to contest this violation, contact the Ocean City Police Department at the above-listed address and/or telephone number.

Failure to stand trial as notified or pay the violation within 30 days of issuance of the summons shall result in the fine doubling. Any fine not paid within 30 days after the fine has been doubled shall result in the assessment of a $20.00 administrative fee. In addition to these fees, your vehicle registration number will be submitted to the Motor Vehicle Administration and your registration renewal application will be withheld. If you request a trial date and decide to pay the violation later, payment must be made prior to the trial date.

REV. 9/16
## Revenue History

**Default Facility**

### Revenue Information Totals

<table>
<thead>
<tr>
<th>Count</th>
<th>Net Amount ($)</th>
<th>Gross Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid at Exit Station:</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Paid at Exit Cashier:</td>
<td>440,932</td>
<td>2,482,783.50</td>
</tr>
<tr>
<td>Paid at Central Cashier:</td>
<td>1,168</td>
<td>45,274.50</td>
</tr>
<tr>
<td>Paid at Paystation:</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Paid at Exit Paystation:</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Paid at Mobile Cashier:</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Revenue Trans:</strong></td>
<td><strong>442,100</strong></td>
<td><strong>$2,528,058.00</strong></td>
</tr>
</tbody>
</table>

**Average $ Per Revenue Transaction:** $5.72

### Total Parkers

- **Transient Exits (not incl. Turn Around/Drive Thru Time):**
  - 440,931

- **Stored Value Cards:** 0

- **Lease Cards:** 0

- **AVI:** 0

**Total Parkers:** 440,931

### Miscellaneous

- **Turn Around/Drive Thru Time:**
  - 92,086 | 0.00 |

- **Exit Within Grace Period:**
  - 0 | 0.00 |

- **Overstay (Grace Period Exceeded):**
  - 2 | 19.00 |

### $0.00 Revenue Transactions:

- 92705

### Damaged Ticket Cashier Station

- 969 | 8,495.75 |

### Lost & Cashier Created Entry Tickets:

- **Lost Tickets:**
  - 4

- **Zero $ Entry:**
  - 635

- **Non-Zero $ Entry (inc in trans exits):**
  - 3,443 | $27,542.25 |

**Total Lost and Entry Tickets:**

- 4,082 | $27,674.25 |

### Failed/Canceled Cashier Station:

- 4,479 | (113,141.50) |

### Failed/Canceled Pay Station

- 0 | 0.00 |

### Overpaid/Change Not Returned

- 0 | 0.00 |

### C Loop Exit Counts:

- 8

### Total Exit Transactions:

- 440,932

### VVC Recharges:

- 0 | $0.00 |

### Total Combined Tax:

- $0.00

### Payment Information

<table>
<thead>
<tr>
<th>Count</th>
<th>Net Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Cash:</td>
<td>376,975</td>
</tr>
<tr>
<td>Paid Check:</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Deposit:</strong></td>
<td><strong>376,975</strong></td>
</tr>
<tr>
<td>Paid Visa:</td>
<td>49,987</td>
</tr>
<tr>
<td>Paid Mastercard:</td>
<td>13,277</td>
</tr>
<tr>
<td>Paid American Express:</td>
<td>0</td>
</tr>
<tr>
<td>Paid Discover:</td>
<td>1,860</td>
</tr>
<tr>
<td>Paid Other Credit Card:</td>
<td>0</td>
</tr>
<tr>
<td>Paid Bank Debit Card:</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Debit/Credit Cards:</strong></td>
<td><strong>65,124</strong></td>
</tr>
<tr>
<td>Paid Stored Value Card:</td>
<td>0</td>
</tr>
<tr>
<td>Paid Lease Card:</td>
<td>0</td>
</tr>
<tr>
<td>Paid Using AVI:</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total AVI/Value Cards:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Net Revenue:</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Not Paid (Patron Shortage/ Promissory Note):

- 89 | 693.00 |

### Stored Value Cards Recharged:

- 0 | 0.00 |

### Adjusted Net Revenue:

- $2,528,749.00

### Gross Revenue (Revenue Including Validations)

- **Positive Validations:** 0 | 0.00 |

- **Negative Validations:**
  - 13,845 | 115,807.75 |

**Total Validation:**

- **13,845** | **$115,807.75**

### Total Rebate Tickets:

- 0 | 0.00 |

### Gross Revenue:

- **VVC: $2,644,556.75**

### Stored Value Cards

<table>
<thead>
<tr>
<th>Cash</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sold:</td>
<td>0</td>
</tr>
<tr>
<td>Recharged:</td>
<td>0</td>
</tr>
<tr>
<td>Programmed:</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Cards:**

- 0 | $0.00 |

### Lease Card Account Sold:

- 0 | 0.00 |

### Total Lease Card Account:

- 0 | $0.00 |

### Lease Cards Programmed:

- 0 |
# Parking Meter Summary
## 2016-17 Season
### Revised July 27th, 2017

## Cale Street Locations

<table>
<thead>
<tr>
<th>Meter #</th>
<th>Street Name</th>
<th>Street Location</th>
<th>Meter Location</th>
<th># Of Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reg.</td>
</tr>
<tr>
<td>O1</td>
<td>S. Division St.</td>
<td>Baltimore to Boardwalk</td>
<td>1 North Side of Street</td>
<td>18</td>
</tr>
<tr>
<td>O2</td>
<td>Worcester St.</td>
<td>Baltimore to Boardwalk</td>
<td>1 North Side of Street</td>
<td>4</td>
</tr>
<tr>
<td>M19</td>
<td>Worcester St.</td>
<td>Philadelphia to Baltimore Ave</td>
<td>1 South Side of Street</td>
<td>11</td>
</tr>
<tr>
<td>M20</td>
<td>Worcester St.</td>
<td>Philadelphia to Baltimore Ave.</td>
<td>1 North Side of Street</td>
<td>8</td>
</tr>
<tr>
<td>B29</td>
<td>Worcester St.</td>
<td>Philadelphia Ave to Bay</td>
<td>1 South Side of Street</td>
<td>12</td>
</tr>
<tr>
<td>O3</td>
<td>Wicomico St.</td>
<td>Baltimore to Boardwalk</td>
<td>1 North Side of Street</td>
<td>11</td>
</tr>
<tr>
<td>M21</td>
<td>Wicomico St.</td>
<td>Philadelphia to Baltimore Ave.</td>
<td>1 South Side of Street</td>
<td>7</td>
</tr>
<tr>
<td>M22</td>
<td>Wicomico St.</td>
<td>Philadelphia to Baltimore Ave.</td>
<td>1 North Side of Street</td>
<td>8</td>
</tr>
<tr>
<td>B30</td>
<td>Wicomico St.</td>
<td>Philadelphia to St. Louis Ave.</td>
<td>1 North Side of Street</td>
<td>15</td>
</tr>
<tr>
<td>M23</td>
<td>Somerset St.</td>
<td>Philadelphia to Baltimore Ave.</td>
<td>1 South Side of Street</td>
<td>6</td>
</tr>
<tr>
<td>M24</td>
<td>Somerset St.</td>
<td>Philadelphia to Baltimore Ave.</td>
<td>1 North Side of Street</td>
<td>9</td>
</tr>
<tr>
<td>B31</td>
<td>Somerset St.</td>
<td>St. Louis Ave. to Bay</td>
<td>1 South Side of Street</td>
<td>21</td>
</tr>
<tr>
<td>O4</td>
<td>Dorchester St.</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 North Side of Street</td>
<td>8</td>
</tr>
<tr>
<td>M25</td>
<td>Dorchester St.</td>
<td>Philadelphia to Baltimore Ave.</td>
<td>1 South Side of Street</td>
<td>7</td>
</tr>
<tr>
<td>M26</td>
<td>Dorchester St.</td>
<td>Philadelphia to Baltimore Ave.</td>
<td>1 North Side of Street</td>
<td>5</td>
</tr>
<tr>
<td>M27</td>
<td>Dorchester St.</td>
<td>Philadelphia to St. Louis Ave.</td>
<td>1 South Side of Street</td>
<td>5</td>
</tr>
<tr>
<td>M28</td>
<td>Dorchester St.</td>
<td>Philadelphia to St. Louis Ave.</td>
<td>1 North Side of Street</td>
<td>7</td>
</tr>
<tr>
<td>B32</td>
<td>Dorchester St.</td>
<td>St. Louis Ave. to Bay</td>
<td>1 North Side of Street</td>
<td>12</td>
</tr>
<tr>
<td>O5</td>
<td>Talbot St.</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 North Side of Street</td>
<td>9</td>
</tr>
<tr>
<td>PH1</td>
<td>Philadelphia Ave</td>
<td>Worcester – S. Division</td>
<td>East Side of Philadelphia</td>
<td>7</td>
</tr>
<tr>
<td>PH2</td>
<td>Philadelphia Ave</td>
<td>Wicomico – Worcester</td>
<td>East Side of Philadelphia</td>
<td>4</td>
</tr>
<tr>
<td>PH3</td>
<td>Philadelphia Ave</td>
<td>Somerset – Wicomico</td>
<td>East Side of Philadelphia</td>
<td>6</td>
</tr>
<tr>
<td>PH4</td>
<td>Philadelphia Ave</td>
<td>Dorchester – Somerset</td>
<td>East Side of Philadelphia</td>
<td>4</td>
</tr>
<tr>
<td>PH5</td>
<td>Philadelphia Ave</td>
<td>Talbot – Dorchester</td>
<td>East Side of Philadelphia</td>
<td>5</td>
</tr>
<tr>
<td>PH6</td>
<td>Philadelphia Ave</td>
<td>Caroline - Talbot</td>
<td>East Side of Philadelphia</td>
<td>3</td>
</tr>
<tr>
<td>O6</td>
<td>Caroline St.</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 South Side of Street</td>
<td>9</td>
</tr>
<tr>
<td>O7</td>
<td>N. Division St.</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 North Side of Street</td>
<td>13</td>
</tr>
<tr>
<td>O8</td>
<td>N. 1st St.</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 North Side of Street</td>
<td>10</td>
</tr>
<tr>
<td>B15</td>
<td>N. 1st St.</td>
<td>West Side near Lazy Lizard</td>
<td>1 North Side of Street</td>
<td>23</td>
</tr>
<tr>
<td>Code</td>
<td>Street</td>
<td>From</td>
<td>To</td>
<td>Length</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>-------------------</td>
<td>---------------------</td>
<td>--------</td>
</tr>
<tr>
<td>O9</td>
<td>2nd</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 North Side of Street</td>
<td>10</td>
</tr>
<tr>
<td>O10</td>
<td>3rd</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 North Side of Street</td>
<td>21</td>
</tr>
<tr>
<td>O11</td>
<td>4th</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 North Side of Street</td>
<td>23</td>
</tr>
<tr>
<td>O12</td>
<td>5th</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 North Side of Street</td>
<td>22</td>
</tr>
<tr>
<td>O13</td>
<td>6th</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 South Side of Street</td>
<td>16</td>
</tr>
<tr>
<td>O14</td>
<td>7th</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 North Side of Street</td>
<td>16</td>
</tr>
<tr>
<td>O15</td>
<td>Surf Avenue</td>
<td>Baltimore Ave. to Boardwalk</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>O16</td>
<td>8th</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 North Side of Street</td>
<td>9</td>
</tr>
<tr>
<td>O17</td>
<td>9th</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 South Side of Street</td>
<td>22</td>
</tr>
<tr>
<td>O18</td>
<td>10th</td>
<td>Baltimore Ave. to Boardwalk</td>
<td>1 South Side of Street</td>
<td>11</td>
</tr>
<tr>
<td>S37</td>
<td>Chicago Avenue</td>
<td>2nd Street to 3rd Street</td>
<td>1 East Side of Street</td>
<td>13</td>
</tr>
<tr>
<td>S38</td>
<td>Chicago Avenue</td>
<td>3rd Street to 4th Street</td>
<td>1 East Side of Street</td>
<td>12</td>
</tr>
<tr>
<td>99th</td>
<td>Street</td>
<td>Coastal Highway to Bay</td>
<td>1 North Side of Street</td>
<td>29</td>
</tr>
<tr>
<td>B34</td>
<td>99th</td>
<td>Coastal Highway to Bay</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>100th</td>
<td>Street</td>
<td>Coastal Highway to Bay</td>
<td>1 North Side of Street</td>
<td>15</td>
</tr>
<tr>
<td>B36</td>
<td>100th</td>
<td>Coastal Highway to Bay</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>77ST-77</td>
<td>77th Street</td>
<td>Coastal Highway &amp; Atlantic Ave</td>
<td>South Side of Street</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL = 44 meters</td>
<td>524</td>
</tr>
</tbody>
</table>

**Street Totals**

Total Street Cales = 44
# PARKING LOT CALE LOCATIONS

<table>
<thead>
<tr>
<th>Meter #</th>
<th>Street Name</th>
<th>Street Location</th>
<th>Meter Location</th>
<th># of Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reg.</td>
</tr>
<tr>
<td>BLPLT54</td>
<td>Bridge Lot</td>
<td>S.W. Corner</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>BRPL-57</td>
<td>New 64th B Ramp</td>
<td></td>
<td></td>
<td>29</td>
</tr>
<tr>
<td>PLT39</td>
<td>Somerset Street Parking Lot</td>
<td>N. E. Corner</td>
<td>1 Near Change Machine</td>
<td>29</td>
</tr>
<tr>
<td>PLT40</td>
<td>Dorchester St. Parking Lot</td>
<td>S.W. Corner</td>
<td>1 Near Change Machine</td>
<td>25</td>
</tr>
<tr>
<td>DORPL44</td>
<td>Dorchester - Somerset</td>
<td>S.W. Corner</td>
<td>OCDC Private Lot</td>
<td></td>
</tr>
<tr>
<td>SOMPL53</td>
<td>Talbot Street</td>
<td>N.W. Corner</td>
<td>OCDC Private Lot</td>
<td></td>
</tr>
<tr>
<td>PLT41</td>
<td>N. Division St. Parking Lot</td>
<td>Middle of Lot</td>
<td>1 Near Change Machine</td>
<td>42</td>
</tr>
<tr>
<td>CHPLT52</td>
<td>City Hall Parking Lot</td>
<td></td>
<td></td>
<td>60</td>
</tr>
<tr>
<td>PLT42</td>
<td>4th Street Parking Lot</td>
<td>S.E. Corner</td>
<td>1 Near Change Machine</td>
<td>55</td>
</tr>
<tr>
<td>PLT43</td>
<td>4th Street Parking Lot</td>
<td>S.E. Corner</td>
<td>Near Alley</td>
<td>54</td>
</tr>
<tr>
<td>PLT45</td>
<td>61st Street Parking Lot</td>
<td>East Side</td>
<td>1 Near Sidewalk</td>
<td>30</td>
</tr>
<tr>
<td>PLT46</td>
<td>Worcester St. Parking Lot</td>
<td>S.E. Corner</td>
<td>1 Near Change Machine</td>
<td>176</td>
</tr>
<tr>
<td>PLT47</td>
<td>Worcester St. Parking Lot</td>
<td>West Pump Bldg</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>PLT48</td>
<td>Worcester St. Parking Lot</td>
<td>East Pump Bldg</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>PLT58</td>
<td>Worcester New spaces 2017</td>
<td>West old water tower</td>
<td></td>
<td>34</td>
</tr>
<tr>
<td>PLT49</td>
<td>100th Street Parking Lot</td>
<td>Vehicle Parking</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>PLT50</td>
<td>100th Street Parking Lot</td>
<td>Vehicle Parking</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>PLT51</td>
<td>100th Street Parking Lot</td>
<td>Boat Parking</td>
<td>1 Stone Area</td>
<td>45</td>
</tr>
<tr>
<td>PLT55-56</td>
<td>Temp 2nd street gravel lot</td>
<td></td>
<td></td>
<td>93</td>
</tr>
</tbody>
</table>

**TOTAL 20 Meters 898 27 12**

Parking Lot Totals
Total Parking Lot Cales = 20
Total Duncan Parking Lot Meters = 0

---

**TOTAL STREETS & PARKING LOTS**

<table>
<thead>
<tr>
<th>Street Meters</th>
<th>Parking Lot Meters</th>
</tr>
</thead>
<tbody>
<tr>
<td>= 44</td>
<td>= 20</td>
</tr>
</tbody>
</table>

Total spaces = 1422
Less boat parking spaces = 1373