

The Albany Parking Authority is requesting bids for Maintenance Management Software and Hardware.

BID DUE DATE: FRIDAY, MARCH 16, 2018 @ 2:00pm EST.

SUMMARY

- Furnish 6 (six) devices tailored for maintenance records, job/task tracking, and time management.
- Back office system to communicate tasks and completions, inventory and exportable reports.
- Devices and back office needs to be customizable to the Authority's needs, including general maintenance, janitorial and parking meter maintenance.
- Able to integrate with other software such as OpsMan by Passport to receive alerts.

FUNCTIONS

- Smart phone capabilities such as texting, calling, email, camera, and possibly a Facetime/Skype type feature.
- Real-time Back office log for record keeping and communication with devices.
- Real time GPS tracking.
- Drop down menus specifying parking meter identifications, maintenance locations, various problems, resolutions, parts inventory, etc.
- Login and password for individual users.
- To receive parking meter/maintenance/janitorial complaint calls and work orders from customer service, PSO's (Public Service Officers) and management. Also to include a reply feature indicating that complaints and work orders were completed.
- Rugged cases and screen protectors for devices.
- Must include all costs such as hardware, software and upgrades.
- List all warranties

Notes –

Please fill out the attached forms and submit with bid.

Please feel free to email or call with questions.

Sincerely,

Sean Palladino
Associate Director
Albany Parking Authority
spalladino@parkalbany.com
518-434-8886

Please see the below certain forms which must be completed and submitted with your bid for snow plow services to the Albany Parking Authority (“APA”).

Non-collusion statement. Pursuant to Public Authority Law §2878, each Bidder must complete the “NON-COLLUSION PROPOSAL CERTIFICATE PURSUANT TO NEW YORK STATE PUBLIC AUTHORITY LAW § 2878” and submitted with the bidder’s response to this RFP.

Bidder Responsibility. Pursuant to State Finance Law §§139-j and 139-k, this request for proposals (“RFP”) includes and imposes certain restrictions on communication between the Albany Parking Authority (“Authority”) and an Offeror/bidder during the procurement process. An Offeror/bidder is restricted from making contacts from the earliest notice of intent to solicit offers (in this instance, the release of this RFP) through final award and approval of the resultant contract by the Authority (“restricted period”) to other than designated individuals unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Only email inquiries are allowed. **The designated individuals for this RFP is Sean Palladino, Associate Director of the Authority at spalladino@parkalbany.com.** Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offeror/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period, the Offeror/bidder is debarred from obtaining governmental Procurement Contracts. Additionally, the above law requires certain affirmations to be provided to the Authority by bidders and that certain provisions be contained within any contract/award resulting from this RFP. Specifically, the following forms/information is provided:

1. The Authority must obtain from all Offerors the required affirmation (“**Compliance with NYS Finance Law §139-j**”) of understanding and agreement to comply with procedures on procurement lobbying restrictions regarding permissible Contacts in the restricted period for a procurement contract in accordance with State Finance Law §§139-j and 139-k. The affirmation is provided below and must be completed and returned to the Authority when submitting a bid.

2. The Authority must include a disclosure request (“**Offeror Disclosure of Prior Non-Responsibility Determinations**”) regarding prior non-responsibility determination in accordance with State Finance Law §139-k in its solicitation of proposals or bid documents or specifications or contract documents, as applicable, for procurement contracts. The required form is provided below and is to be completed and returned to the Authority when submitting a bid.

3. The Authority must obtain from all Offerors a required certification (“**Bidder Certification**”) that the information is complete, true and accurate regarding any prior findings of non-responsibility, such as non-responsibility pursuant to State Finance Law §139-j. The Offeror must agree to the certification and provide it to the procuring Government Entity. This certification is provided below and must be completed and returned to the Authority when submitting a bid.

4. New York State Law §139-k(5) provides that every procurement contract award subject to the provisions of State Finance Law §§139-k and 139-j shall contain a provision authorizing the Authority to terminate the contract in the event that the certification is found to be intentionally false or intentionally incomplete. An example of such language is provided below:

The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Offeror in accordance with New York State Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Offeror in accordance with the written notification terms of this contract.

1. **Compliance with NYS Finance Law §139-j.** Offeror affirms that it understands and agrees to comply with the procedures of the APA relative to permissible Contacts as required by State Finance Law §139-j.

By: _____ Date: _____
Signature

Name: _____

Title: _____

Contractor Name: _____

2. **Offeror Disclosure of Prior Non-Responsibility Determinations.**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Date: _____

A. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):
No Yes

If yes, please answer the following questions:

B. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j? (Please circle):
No Yes

C. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):
No Yes

D. If you answered yes to questions A thru C, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary)

E. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):
No Yes

F. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

3. **Bidder Certification**. I certify that all information provided to the APA with respect to State Finance Law §139-k is complete, true and accurate.

By: _____
Signature

Date: _____

Name: _____

Title: _____

Contractor Name: _____