

TOWN OF GREENWICH

REQUEST FOR PROPOSAL # DEADLINE: AT PM

PARKING CITATION MANAGEMENT AND PROCESSING SERVICE

The Department of Parking Services of the Town of Greenwich (herein after “Department”) is seeking proposals from one (1) or more qualified vendors for parking citation management and processing service for enforcement of parking violators and scofflaw offenders. The intention of this Request for Proposal (RFP) is to establish a service agreement with one (1) vendor who will, upon request, provide the Town with the services described in this RFP. The service will have an initial term of three (3) years with an option to renew for two (2), additional one (1) year terms, through the mutual consent of both parties on an annual basis.

GENERAL

Located in Fairfield County Connecticut, just forty minutes north of New York City, the Town of Greenwich “Town” is easily accessible off the Merritt Parkway (Route 15), the New England Turnpike (I-95) and offers four (4) Metro North Railroad stops in Cos Cob, Greenwich, Old Greenwich and Riverside. The Town is known for its beautiful residential communities, vibrant and upscale shopping district in downtown Greenwich. The Town has become the destination place for shopping, dining and leisure. The goal of the Department of Parking Services is to meet the needs of the residents, interests of the shoppers and merchants, with the ultimate goal of achieving a balance between the living and working environments.

BACKGROUND

The Department of Parking Services maintains 5,000 parking spaces; 20 Digital LUKE multi space machines; and 2 MacKay Smartcard reloading stations. The Department issues approximately 6,000 permits on an annual basis for commuter/railroad parking lots and residential zones as well as utilizes 2 License Plate Reader (LPR) systems for the purpose of immobilizing scofflaw violations.

The parking access, revenue and control is managed through the use of permit hang tags via foot and vehicle patrol enforcement with Complus Data Innovations, Inc. (“herein after “COMPLUS”) hand held ticket writing units. The Department of Parking Services has ten (10) Parking Enforcement Officers (PEOs) issuing violations and immobilizing scofflaw violators on a daily basis.

In the last five years, the Department issued approximately 100,000 tickets, on an annual basis, for an estimated revenue of \$1. 3M per year. Parking violations range from \$25 to \$60 with the exception of \$5-day fee* tickets issued at the MetroNorth Cos Cob, Riverside and Old Greenwich Railroad stations. **The day fee tickets will be phased out over the next five years with the installation of Multi Space Machines. This will result in an estimated decrease of \$100,000 in annual ticket revenue.*

The Department's office hours of operation are Monday through Friday, 8:30am until 4pm however, meters and permit restrictions are in effect Monday through Saturday, 9am to 5pm with the exception of Ferry Season (late May until mid-September). During Ferry season, the daily fee rates are \$35 for Island Beach and the fee is in effect seven (7) days a week.

SCOPE OF SERVICES

The vendor shall provide a comprehensive parking citation management and processing service (herein after "Service") that complies with all the requirements outlined in this document and abide by the Town Charter and Code, Chapter 14, Vehicle and Traffic.

Reporting Information

Department of Motor Vehicles (DMV)- License plate information including scofflaw status, valid registration, suspension, towed and booted must be reported. A summons number, notice number, registered owner and cross reference of all possible other plates connected to the owner of a referenced single plate regardless of differences in first name must be reported. The vendor shall provide DMV information pertaining to vehicle make, registration expiration date, vehicle color adjacent to the information issued on the summons. All summonses must list payment/dispute information on the back of the ticket listing the Department information such as address, city, state and contact information. A copy of a summons is attached to this RFP and herein identified as "Exhibit A."

-In-State- The vendor shall interface directly with Connecticut State Department of Motor Vehicles to obtain registered owner information, suspensions, holds, etc. Alternative interfaces such as INLETS is not permitted.

-Out-of-State- The vendor shall interface directly with the respective Department of Motor Vehicles to obtain registered owner information. Alternative interfaces such as INLETS is not permitted.

-No-Hit- The vendor shall review all No Hit DMV inquiries to ensure proper entry of plate and state information especially In-State No Hits.

Notices-Automated Notices sent out for unpaid parking summonses must list payment/dispute information on the notice.

-First Notice- Unpaid summon (s) after 15 business days from the original issue date

-Second Notice- Unpaid summon (s) after 30 business days from the original issue date

-Final Notice- Unpaid summon (s) after 45 business days from the original issue date

*-Penalties-*System must automatically apply penalties according to the unpaid notices schedule (above) following the issuance of the original summon. Parking Violation and Fine structure is attached to this RFP and herein identified as Exhibit "B."

-Boot/Tow- Service should be capable of tracking booted/towed vehicle information including date of boot/tow, location of vehicle at the time of booting/towing and release date.

-Administrative Appeals/Hearings- Service should be capable of freezing summons in parking citation management system when a ticket is appealed. System should be able to track and produce a bi-weekly hearing schedule.

Reporting Requirements

-*Daily*-Parking Enforcement Officer (PEO) daily issuance and activity report; daily summary report; Cashier/Operator daily report and all operators total report.

-*Weekly*-Parking Tickets paid via web, in person and notices issued to violators.

-*Monthly*-Heavy hitters/Scofflaw report; Boot and Tow report.

-*Quarterly*-Total ticket revenue broken down by PEO, tickets issued broken down by PEO; Reductions and total amount of dollar value in reduction broken down by User; Voids and total amount in dollars broken down by User; and Date and time of when tickets are reduced and/or voided by User.

-*Reduction/Voids*-Vendor will, upon request of the Department, process reduction/dismissal requests within a 24 to 48 hour period. The Department will provide Vendor with a spreadsheet/list of tickets and discrepancy code for each reduction/void. All requests must be tracked and reduction/dismissal reasons must be retained.

Hardware & Software

The Vendor shall supply all the necessary hardware and software required to operate the system. Vendor shall provide unlimited on-site training for all hardware and software at no cost to the Department.

-Hardware- The Service shall be capable of simultaneously supporting a minimum of ten (10) users from multiple locations. The vendor will provide the equipment which includes handheld ticket writing equipment with 4G wireless internet capabilities, built-in printer, office workstations, point of sale and check validators

-*Handheld Units*-The unit and system shall maintain accurate date, time and violation numbers; generate a nine-digit sequential summons number on each summons; capable of capturing and printing PEO signature for printing on summonses; drop down menu of notes and a free form comment entry field; capable of taking up to three (3) photographs per summons; capable of cross checking license plate information for Scofflaw violators; auto chalking/tire marking of vehicle(s) with logging of vehicle plate numbers, date and time for overtime/time restricted violations; Unit should be water resistant and operation

in the rain and/or snow; Unit should be able operate for a minimum of nine (9) hours continuously on a fully charged unit; Unit should have a built in 3 megapixel, minimum, color camera with flash; Each unit shall be supplied with a wall and/or docking station charger and/or in-vehicle charger; Each Unit shall be supplied with a screen protector and/or weather protector; Each Unit should allow for customized programming; and each Unit should be equipped with a electronic card credit card reader/scanner to accept real time credit card payments.

-Handwritten Tickets- Vendor must have the ability to scan all original hand written parking tickets; Ticket images must be tied to each individual ticket file in the parking ticket system; and all images must be available for review by authorized system operators in real-time.

-Point of Sale (POS) Equipment- Vendor must provide three (3) workstations in the Department with a hands free barcode reader, credit card chip reader, receipt printer and check validator. The receipt shall have ticket number, receipt number, disposition code, fine amount, penalty amount, boot fee (if applicable), and total paid. The receipt generated by the vendor must meet the requirements of the State of Connecticut Department of Motor Vehicles in order to meet all obligations to allow for registration/re-registration of vehicle (s) which have paid all outstanding parking violations in full. Check Validator must include for Deposit Only Town of Greenwich, Bank Name, Account Number (s), Deposit date, terminal number, receipt number, multiple violation numbers per check, check and/or money order value/amount.

-Software- The Service shall be hosted by the vendor. The Service shall be capable of integrating pay by phone technology. The vendor's processing system shall be online and all services shall be available to the Town of Greenwich no less than ninety-five percent (95%) of the specified operating hours during Town of Greenwich normal business hours of 8:30 am to 5:00 pm Eastern Standard Time. Failure to meet specified "up-time" shall be grounds for cancellation of contract. Upon request form the Town of Greenwich, the vendor shall make every effort to extend its computer system's hours of operation.

Any requests by the Department for new software and/or modification to existing software shall be fulfilled by the contractor at no additional cost. The vendor and the Department shall work jointly on updating and implementing the new software and/or modification.

The contractor must provide for total backup of all software, hardware, communications lines and other equipment. All data files and databases are to be backed up, minimum, once a day during normal business hours. Backed up data must be sent daily to an offsite storage database.

The equipment to be provided to the Town of Greenwich must be new and fully operational. Malfunctioning equipment shall be repaired within 24 to 48 hours of notification to contractor at no charge to the Town. If equipment is unable to be repaired within 24 to 48 hours, the contractor will replace malfunctioning equipment within that time frame.

Upon termination of any agreement entered into, the vendor's hardware shall be removed by the vendor's personnel at the vendor's expense.

Access

Department access to the Service shall assign individual user and passwords to each Department of Parking Services employee. Passwords should expire and/or update every three (3) to six (6) months.

-Processing-All data processing, including payment processing, shall occur in real time.

-Tender Capabilities- Service must accept credit card, cash or check as a valid tender type. Processing and storing of multiple tender types is required as well as multiple tenders for a single transaction. Vendor must provide two (2) credit card chip readers.

-3rd Party Integration-The unit(s) must include real-time integration with multiple 3rd party vendors and the back end system to provide real-time payment information. The unit(s) must have wi-fi and secure cellular data communications.

-License Plate Reader (LPR) integration- The service will generate a monthly compatible file, subject to change, listing all of the outstanding scofflaw violators. The compatible file shall be accessible to the Department for upload/download into the LPR system.

-Pay by Cell Integration- The service will provide the capability for the vendor provided handhels to look up pay by cell transactions via handhels with internet/4G connection.

-GPS Validation- The handheld units shall have a GPS coordination system notifying the PEO of an incorrect address entry.

-Web Based System- Vendor shall provide an internet based payment system; website must be able to accessed via desktop, tablet or mobile device; Online payment system must be available and operational 23 hours a day, 365 days a year with one hour for maintenance; The online portal must be PCI compliant and accept Visa, Mastercard and Discover credit cards; and Payments made via web must be processed and posted in real time.

-Automated Phone Payment- Vendor shall provide an interactive voice response payment system; system must be available and operational 23 hours a day, 365 days a year with one hour for maintenance; system must be PCI compliant and accept Visa, Mastercard and Discover credit cards; and Payments made over the system must be processed and posted in real time.

QUALIFICATIONS

Vendor must have a minimum of five (5) or more years' experience with parking citation management and processing, access to information from CT DMV and possess a strong understanding of CT scofflaws. The vendor must have contract experience with neighboring states DMV and an office located within fifty (50) miles of the Town of Greenwich, CT. The vendor must be accessible Monday through Friday, from the hours of 8:30am to 5:00 pm Eastern Standard Time.

-Implementation- Services will be implemented within thirty (30) days of the Town of Greenwich entering into agreement with the contractor.

CONVERSION

In addition to the processing of new tickets, the successful winning bidder must be able to convert and take over processing of master files currently in possession of the current vendor. The vendor must be prepared to begin processing immediately.

-Cost-All costs of conversion must be absorbed by the vendor;

-Proposal-The respondent shall provide in the proposal a complete schedule and report, based on their experience and expertise, of how to convert the entire system, including all historical data and electrical requirements of the site.

-References-The respondent shall list references with contact people of locations where the vendor has made a complete conversion of a similar system.

PROPOSAL FORMAT AND REQUIREMENTS

The respondents shall deliver three (3) complete copies of the proposal to the Purchasing Department before the deadline. At the very beginning of the proposal, the respondent should include a letter of transmittal signed by an individual authorized to bind the contractor.

The following questions and RFP form requirements are designed to solicit information critical to the Town's evaluation of the respondent's capabilities. The responses in this section will be a critical component in the evaluation. The respondent should repeat each question, followed by the answer and/or form. Answers should be concise, but complete. Forms, where required, must be included. Respondents are expected to respond specifically to each question in this section. Failure to respond to all applicable questions and form requirements in this section may result in rejection of the proposal.

1. Provide the vendor's full company name and home office address. Describe the organizational structure (e.g., publicly held corporation, private non-profit, partnership, etc.) If it is incorporated, respondent shall indicate the state in which it is incorporated and the date of incorporation or founding date. List the name and occupation of those individuals

serving on the organization's Board of Directors, and list the name of any entity or person owning 10% or more of the organization.

2. List the name, title, mailing address, telephone number, facsimile number and email address of the contact person for this proposal.
3. Describe the organization, management philosophy, and provide a brief history of the company.
4. Provide a complete summary of the firm's contract experience with the CT DMV & it's understanding of CT Scofflaws.
5. List all key features that distinguish the vendor's services from competitors. Explain the level of expertise & accessibility of the firm & the staff that will service the Town.
6. Explain how and when the vendor has performed a similar work scope. Provide a plan and timetable on how the vendor will complete the scope of work for the Town of Greenwich. Explain the vendor's ability to install and operate the proposed system within thirty (30) days of notice of award which shall include the processing of backlogged tickets.
7. Describe the level of public sector experience of firm & of the staff that will service the Town. Explain how the firm's experience, including past experience with the Town of Greenwich and/or other municipalities in Connecticut provide the firm with a distinctive competitive advantage.
8. Provide a description of the disaster recovery plan for the computer facility.
9. Explain what computer system will be provided and hours of computer system support.
10. Describe the type of back up computer system software, hardware, data files access and support that will be available for the Town of Greenwich.
11. Include all required forms, reply sheets, etc. with the proposal.

Evaluation Criteria

Proposals will be evaluated on a scale of 1 to 5 with the following criteria: Completed RFP, Competitive pricing of service to Department and users, Municipal Experience, Demonstration of CT DMV agreement, and Proficiency of State of Connecticut Scofflaw.

_____, Senior Buyer and Rita Azrelyant, Director of Parking Services, will evaluate all completed proposals based on the evaluation criteria stated above and select the best and most responsible vendor.

SPECIAL TERMS & CONDITIONS

Issuing Authority

Mr. James Giarraputo Latham, CPPB, Senior Buyer has been designated to be responsible for the conduct of this procurement. Any inquiries or requests regarding this procurement must be submitted in writing to Mr. Latham to the address below by _____.

Town of Greenwich
Purchasing Department
101 Field Point Road
Greenwich, CT 06830

Fax: (203) 622-7776
Email: jlatham@greenwichct.org

Issuance of Addenda

The Town of Greenwich reserves the right to amend this solicitation by addenda. Addenda will be posted to the Town's website (www.greenwichct.org/bids) up to 48 hours in advance of the bid/proposal's due date and time. **It is the bidder's responsibility to check the Town's website for addenda.** If in the Town's opinion revisions are of such a magnitude, the deadline for this solicitation may be extended in an addendum. In addition, addenda can change specifications, reply sheets, and times and dates for prebid meetings as well as due dates/deadlines for questions and bids/proposals. **No notification of addenda issuance will be made other than on the Town's website.**

Taxes

The Town of Greenwich is exempt from the payment of taxes imposed by the federal government and or state of Connecticut, and such taxes shall not be in the prices.

Packaging

Each proposal must be sealed to provide confidentiality of the information prior to the submission date and time. The Town will not be responsible for premature opening of proposals not properly labeled.

Pre-Proposal Conference

All vendors should attend the Pre-Proposal Conference scheduled for _____ at _____, **in the Mazza Conference Room, 1st floor of Town Hall**. At that time, the Senior Buyer and Rita Azrelyant, Director of Parking Services, will be available to address any all questions pertaining to this RFP.

Proposal Costs

The respondent shall be responsible for all costs incurred in the development and submission of this proposal. The Town assumes no contractual obligation as a result of the issuance of this RFP.

Presentations

Selected respondents may be required to present their proposals to the Evaluation Committee. The costs of such presentations and interviews shall be borne solely by the respondents.

State, Local and Federal Laws

The respondent shall acknowledge and agree that, should it be awarded the Contract, it shall be solely responsible for strict compliance with all federal, state and local statutes, laws, codes, rules, regulations and ordinances, and for the procurement and maintenance of all necessary licenses and permits relating to the performance of services.

Applicable Law

The laws of the State of Connecticut shall govern this Contract and any and all litigation related to this Contract. In the event of litigation related to this Contract, the exclusive forum shall be the State of Connecticut and the exclusive venue for such litigation shall be the Judicial District for Stamford/Norwalk at Stamford.

Contract Period

The term of the contract shall be for an initial period of three (3) years and may be renewed upon mutual agreements of both parties for an additional two (1) year periods.

Joint Ventures

The Town of Greenwich reserves the right to reject any bid or proposal submitted by a joint venture unless such joint venture satisfies the Town of its ability to obtain and furnish to the Town a contract bond in the form prescribed by the Town, in the sum of the full amount of the bid or proposal, including allowance for contingencies and extra work, and/or the contract price,

and duly executed and acknowledged by said bidder/joint venture as principal and by a surety company qualified to do business under the laws of the State of Connecticut and satisfactory to the Town, as surety, for the faithful performance of the contract and payment for labor and material. The premium for such bond shall be paid by the contractor. At the time of submission of the bid or proposal, the joint venture must provide a letter from the bonding company that the joint venture is able to receive the required bond within one week after receipt of an award by the Town, in the total amount of the bid/proposal and/or contract price. The letter must be on the bonding company's letterhead with name, address and telephone number.

Withdrawal of Bids (Or Proposals) Prior to Deadline

A bidder wishing to withdraw a bid/proposal prior to the deadline may do so by preparing a formal written request on company letterhead. The person who signs the letter must be the same person who signs the reply sheets. The Town will verify that the signature on the letter matches the signature on the reply sheets. The Town will also verify the request to withdraw the bid/proposal by calling the bidder at the telephone number supplied on the reply sheets. After the Town is satisfied that a request to withdraw a bid/proposal before the established deadline is valid, the bid/proposal will be returned to the bidder. The bidder may then withdraw completely from the bidding process, or may modify the bid/proposal and resubmit before the deadline.

Withdrawal of Bids (Or Proposals) After the Deadline

If bid security is required and a bidder does not honor his/her bid for the specified time, the bid check shall become the property of the Town; or, if a bid bond was furnished, the bid bond shall become payable to the Town. After the bid/proposal deadline has passed, the submitted bids/proposals become the property of the Town and are valid offers to be honored by the bidder for sixty (60) days or longer, as specified in the Request for Bid/Proposal. Bidders who do not honor their bids/proposals for the sixty (60) day (or as specified) period, shall be declared irresponsible bidders.

Non-Connecticut Contractors 5% Requirements

THE FOLLOWING IS NOT REQUIRED FOR REPAIR WORK. THE FOLLOWING ONLY APPLIES TO CONTRACTORS LOCATED IN STATES OTHER THAN CONNECTICUT AND FOR PROJECTS INVOLVING RENOVATION OR NEW WORK.

Pursuant to Connecticut General Statutes § 12-430(7), as amended by Public Act No. 03-147 (An Act Concerning Sales Tax Bond Requirements For Nonresident Contractors) and Public Act No. 03-6 (An Act Concerning General Budget And Revenue Implementation), Sec.76, a nonresident contractor shall furnish the Department of Revenue Services (DRS) a guarantee bond for 5% of the total contract price using Form AU-766, copy attached. The nonresident contractor must have completed and submitted to the DRS Form REG-1, *Business Taxes Registration Application*, to register with the DRS and have been issued a Connecticut Tax Registration Number. A copy of this form is attached. This form is also available on the State's web site, <http://www.drs.state.ct.us/pubs/newindx.html#NEWSLETTER>), for the purpose of online registration. The nonresident contractor has 120 days from the commencement of the contract to file the guarantee bond. As soon as the guarantee bond is filed with the DRS, a copy of such guarantee bond together with the nonresident contractor's Connecticut Tax Registration Number

shall be submitted to the Town of Greenwich Purchasing Department. After the nonresident contractor receives a Certificate of Compliance from the DRS confirming that the guarantee bond requirement has been met, the nonresident contractor shall submit a copy of said form, referencing the contract, to the Town of Greenwich Purchasing Department. If the copy of the Certificate of Compliance is not received by the Purchasing Department within 120 days from the commencement of the contract, the Town will be obligated under law to withhold payment in the amount of 5% of the contract total, including the price of all change orders and charges for add-ons, and remit the amount as a deposit to the DRS not later than 30 days after the completion of the contract. The Town will also be obligated to withhold 5% from each contractor's invoice if the contractor has invoiced the Town before 120 days from the commencement of the contract and has not supplied the Town with a copy of the Certificate of Compliance.

NON-CONNECTICUT CONTRACTORS

Pursuant to Connecticut General Statutes §12-430(7), as amended by 2011 Conn Public Acts 61, §66; Conn. General Statutes §12-35; Conn. General Statutes §112-415; and Conn. General Statutes §12-430(1) Sec.76, a nonresident contractor shall follow special notice SN 2011 (17) which provides 2011 Legislative Changes to the Procedures Governing Nonresident Contractors, copy of which is attached to this addendum.

This special notice and applicable forms are also available on the State's website, <http://www.ct.gov/drs/cwp/view.asp?a=1509&q=270990&drsPNavCtr=#41307>.

Insurance Requirements

The awarded vendor will be required to provide insurance coverage as specified on the Insurance Requirements Sheet, **Exhibit A**, of this RFP. Upon award, the Acord certificate of insurance form must be completed by the vendor's insurance agent/broker and submitted to the Purchasing Department. It must be stated on the Acord form that the Town of Greenwich has been added as an additional insured under the General Liability coverage. The signing agent/broker must also certify in writing that the Town of Greenwich has been endorsed as an additional insured on the General Liability insurance policy. This letter shall be addressed to the Town's Director of Purchasing and **must follow exactly the format of the letter attached as Exhibit B. The authorized representative who signs the Acord form must sign the letter as well. The Acord certificate of insurance must be signed by an individual authorized representative, not with the agency name. The signature must be an original ink signature, not a stamped signature. *The Town of Greenwich will not accept insurance coverage, other than Excess Liability coverage, from insurance providers that are surplus lines writers in Connecticut. All insurance companies providing coverage, other than excess liability coverage, must be licensed in the state of Connecticut.***

The Contractor shall be responsible for maintaining the specified insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of B+:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through

Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department. The vendor should submit with the proposal the signed, original “**Insurance Procedure**” form, **page 22**, which states that the vendor agrees to provide the specified insurance coverage for this proposal at no additional charge above any insurance charge declared in the bid.

TOWN OF GREENWICH

REQUEST FOR PROPOSAL DEADLINE: AT PM

PARKING VIOLATIONS & RAILROAD TICKET MANAGEMENT

REPLY SHEET (PAGE 1 of 3)

It is the responsibility of all potential bidders to check the Town’s website (“greenwichct.org/bids”) for any addenda that may be issued. In addition to changing specifications and reply sheets, addenda can change times and dates for prebid meetings as well as due dates/deadlines for questions and bids/proposals. No notification of addenda issuance will be made other than on the Town’s website.

FIXED PRICING FOR INITIAL CONTRACT TERM

The respondent shall provide complete pricing information below. All costs must be listed below including administrative fees, online convenience fees and delinquent notices. Pricing shall be expressed in terms of a fixed percentage or flat dollar amount. DMV Look Up Fees, In-State and Out-of-State, to be paid by the Contractor.

All pricing shall remain fixed for the life of the contract. Pricing for Year 3 will apply to the two (2) additional one (1) year terms, through the mutual consent of both parties on an annual basis, and remain fixed for the additional terms.

<u>Administrative Fee</u>		
Year 1	Year 2	Year 3
%	%	%
\$ _____ /per Summons	\$ _____ /per Summons	\$ _____ /per Summons

<u>Online Convenience Fee</u>		
Year 1	Year 2	Year 3
%	%	%
\$ _____ /per Summons	\$ _____ /per Summons	\$ _____ /per Summons

<u>Delinquent Notice Fee</u>		
Year 1	Year 2	Year 3
%	%	%
\$ _____ /per Summons	\$ _____ /per Summons	\$ _____ /per Summons

Boot Convenience Fee (Total Payment for all Outstanding Tickets)		
Year 1	Year 2	Year 3
%	%	%
\$ _____	\$ _____	\$ _____

List Additional Fees, if any, to be charged (indicate if none)

Year 1	Year 2	Year 3
%	%	%
\$ _____ /per Summons	\$ _____ /per Summons	\$ _____ /per Summons

Year 1	Year 2	Year 3
%	%	%
\$ _____ /per Summons	\$ _____ /per Summons	\$ _____ /per Summons

Year 1	Year 2	Year 3
%	%	%
\$ _____ /per Summons	\$ _____ /per Summons	\$ _____ /per Summons

Respondent's Company Name _____

Authorized Signature _____

TOWN OF GREENWICH

REQUEST FOR PROPOSAL _____ DEADLINE: _____ AT _____ PM

PARKING VIOLATIONS & RAILROAD TICKET MANAGEMENT

REPLY SHEET PAGE (2 of 3)

Non-collusion Language

In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

Compliance with Ethics Code

In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of, such contract.

The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of Greenwich retains the right to reject said bid/proposal and rescind any resulting contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.

RESPONDENT'S COMPANY NAME _____

ADDRESS _____

TELEPHONE # _____ **FAX #** _____

E-MAIL ADDRESS _____

WEB SITE _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

TITLE _____

TAXPAYER IDENTIFICATION NO. _____

INCORPORATED IN THE STATE OF _____ **Corporate Seal** **Yes** **No**

TOWN OF GREENWICH

REQUEST FOR PROPOSAL #6835 DEADLINE: 12/14/11 AT 3:00 PM

PARKING VIOLATIONS & RAILROAD TICKET MANAGEMENT

REPLY SHEET PAGE (3 of 3)

The Greenwich Code of Ethics can be found at www.greenwichct.org. Relevant provisions of the Code of Ethics state as follows:

2. DEFINITION. (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the town and the interest of any person or his immediate family in any corporation, firm or partnership which has a direct or indirect interest in any transaction with the town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the town. (3) Town officer shall mean and include any official, employee, agent, consultant or member, elected or appointed, of any board, department, commission, committee, legislative body or other agency of the town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies or services by any person, directly or indirectly, as vendor, prime contractor, subcontractor or otherwise, for the use and benefit of the town for a valuable consideration, excepting the services of any person as a town officer.
3. GIFTS AND FAVORS. No town officer or his immediate family shall accept any valuable gift, thing, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
4. IMPROPER INFLUENCE. No town officer having a substantial financial interest in any transaction with the town or in any action to be taken by the town shall use his office to exert his influence or to vote on such transaction or action.

By signing below, the undersigned declares that he/she has read the non-collusion language contained herein and agrees to abide by its contents:

AUTHORIZED SIGNATURE _____

PRINT NAME _____

BIDDER'S COMPANY NAME _____

TOWN OF GREENWICH
INSURANCE PROCEDURE

PLEASE NOTE: RETURN THIS COMPLETED FORM WITH YOUR BID/PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR BID/PROPOSAL BEING REJECTED.

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for Bid/Proposal. Any bids/proposals which contain exceptions to the insurance requirements may be considered nonresponsive and may be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The bid/proposal cost reflects any additional costs relating to insurance requirements for this work.

If I am awarded this contract, I or my insurance agent shall submit all of the required insurance documentation to the Town of Greenwich Purchasing Department within ten (10) days after the date of the award of the contract.

Signature

Date

Contractor