



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

**REQUEST FOR PROPOSAL
SMART PARKING METER PURCHASE AND INSTALLATION**

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I. BACKGROUND INFORMATION

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified firms, vendors, teams or contractors with demonstrated experience in providing smart parking meters for small towns. Sealed proposals are due by 4:00 p.m. on Friday, November 17, 2023. Please see “Submittal Requirements” on how to submit your bid. The Town proposes to engage the contractor for the following services:

- Deliver and install smart parking meters in accordance with agreed-upon product specifications and performance standards as defined by the Town of Emmitsburg (“Town”).
- Removal and disposal of all existing and unneeded parking meters.
- Deliver, install and support software management system and wireless communication.
- Deliver, install and/or support optional services as defined by the Town.

The Town of Emmitsburg manages a small parking meter system on East Main Street and West Main Street. The Town currently has 125 single space coin parking meters. See photos below.

Existing Parking Meters



Metered parking is enforced by the Town 8:00 a.m. to 6:00 p.m. Monday – Saturday (except holidays), with rates set at 0.25 per hour and 0.10 for 24 minutes. The Town’s Parking and Code Enforcement Officer enforces, maintains, and sends damaged parking meters for repairs. Ticketing is currently done electronically using T2 systems “UPSafety Parking Enforcement Technology.”

II. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. The project scope shall encompass the purchase and installation and training of town staff use on dual space smart meter systems and multi-space smart meter systems and the removal and disposal of all existing and unneeded parking meters, housing or portions thereof. Training shall include cash collection, meter maintenance and repairs, equipment monitoring, programming of rates/parking times/displays, report creation and exporting of reports (if applicable), system monitoring and set-up of system users.

The new smart meters would replace the existing 125-coin parking meters along Main Street and will add 20 new metered spots for a total of 65 dual space smart meters and 15 single space smart meters that accept both coin and card payments. The Town is also seeking 3 multi-space smart meters for the Community Pool parking lot (located at 201 West Lincoln Avenue, Emmitsburg, Maryland 21727), which will provide public parking when the pool is not open September 15 – May 15 each year. The multi-space smart meters would also include coin and card payment options.

Technology Requirements

Graphic Display

- Display shall be easily readable by users and allow for customized inputs.
- Display shall be securely protected under a traditional single-space meter housing dome or similar protection integrated into the design.
- Display shall feature a readable display capable of displaying lines of text in all lighting conditions.
- For increased visibility in low-light conditions, the display shall be backlit. The backlight will be enabled automatically via light sensitivity.
- Shall be able to operate without failure under weather conditions that are typical year round to the region, including, but not limited to, humidity, snow, sleet, rain, road grime, street vibrations, and extreme temperature variations.
- Shall include a user-friendly keypad for operations.

Payment Options

- Shall have the ability to accept coins, credit cards, debit cards, smart cards, and pay-by-mobile-phone payments.
- Shall feature advanced coin track sensors for self-calibration and detection of nonmetallic items and other foreign objects.
- The coin chute shall be easily and quickly field serviceable.

Card Reader

- Credit card data transmission shall meet current Payment Card Industry Security Standards Council (PCI SSC) Data Security Standards and any other payment standards or criteria.
- The Vendor shall provide evidence of PCI SSC certifications and compliance.
- Card slot shall be functional in all weather, including rain, snow, freezing temperatures, and shall not be disabled by water or other liquids.
- Have the capability of accepting all credit and debit payment card options.
- Capability of supporting NFC and EMV payment options are desirable – vendor must supply certification document.
- Card reader shall be compatible with all ISO standard magnetic-stripe card readers.

- Mechanism shall default to “Coin-Only” condition whenever card payments are unavailable and vice-versa, along with an alert/alarm.
- The time/amount the meter defaults to upon insertion and removal of a credit card shall be user-defined.
- User shall be able to increase/decrease the amount of parking time/amount being requested.
- The card reader shall be designed to be internal to the meter mechanism.

Power System

- Battery packs shall have a proven long-term life expectancy. Expected number of years of life for the battery packs as well as warranty length shall be included in the proposal submittals via the letter of transmittal.
- Integrated solar power system would be considered.
- Rechargeable batteries, if used, must have a warranty. Vendor shall specify warranty length.
- All batteries shall be easily replaceable.

Time Keeping

- Mechanism shall include a real-time clock.
- Mechanism shall be fully programmable for automatic daylight saving time change.
- Mechanism shall support automated linear and complex rate structures.

Questions? Contact Madeline Shaw, Grants Administrator, at Mshaw@emmitsburgmd.gov or 240-741-2137. All questions and corresponding answers will be posted in writing on the Town’s website for bidder reference.

III. SUBMITTAL REQUIREMENTS

Please submit four (4) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, **“Parking Meter Bid, Do Not Open.”** Contractors can either mail submittals, deliver submittals to the Town Office on the 2nd floor, or place submittals in the black drop box labeled “Town of Emmitsburg” at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email info@emmitsburgmd.gov or call 301-600-6300. Sealed proposals are due by Friday, November 17, 2023 by 4:00 p.m. At the minimum, all bid submittals must include the following:

A.) Letter of Transmittal: The letter of transmittal must contain the following information:

1. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed regarding the bid and any questions.
2. The companies tax identification number and/or DUNS number if registered with SAM.gov.
3. Do any warranties come with the work or product? If yes, please specify the terms.
4. If the proposed smart meter is powered via battery packs, what is the battery packs life expectancy?
5. Is there any other information the Town should know?
6. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

B.) Spec sheet and photos of proposed meters.

C.) Detailed cost statement:

Include a complete and itemized cost proposal for all items listed – both required and any optional products and/or services proposed. Also include direct and indirect costs associated with services such as merchant fees, credit card processing fees etc. Spare meter parts for 10 dual meters should be included but listed separately. The Town is tax exempt.

D.) Project schedule:

Assuming bid approval December 6, 2023 and contract finalization by December 18, 2023, outline a project schedule with tasks including but not limited to: removal of existing meters, installation of new meters, and training of town staff.

E.) References:

Please provide the name, company, phone number and **email** of at least three (3) client references for similar projects completed within the past five (5) years.

F.) Proof of Insurance:

The successful proposer must have and maintain current worker's compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please list the policy number, insurance company, and expiration date with your bid as a minimum.

IV. PROPOSED TIMELINE

Tuesday, October 24, 2023	RFP available on the Town of Emmitsburg's website.
Tuesday, October 24, 2023	RFP published on eMaryland Marketplace.
Friday, November 17, 2023	DEADLINE: Bids due by 4:00 p.m.
Tuesday, December 5, 2023	<i>Tentative:</i> Bid review/approval by the Board of Commissioners.
Wednesday, December 6, 2023	<i>Tentative:</i> Bid award announcements made
Monday, April 1, 2024	Deadline to have all work completed.

V. MISCELLANEOUS INFORMATION

- *The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.*
- *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
- *The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.*
- *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
- *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*